

# **FREIGHT AND SHIPPING**

## **TAB 6**

**ASIS**  
2012

**ASIS INTERNATIONAL**  
58TH ANNUAL SEMINAR AND EXHIBITS  
September 10–13, 2012 | Philadelphia, PA

- Material Handling Pre-Pay Discount
- Tips for Material Handling
- Material Handling Limits of Liability
- Spotting Fees
- Accessible Storage
- Cart Service
- Shipping Information
- Material Handling Rates
- Material Handling Calculation
- Special Handling Definitions
- Freight Routing Form
- Direct Shipment Notice
- Marshalling Yard Directions
- Move in Freight Target Schedule
- Move in Freight Target Floor Plan
- Move out Freight Target Schedule
- Move out Freight Target Floor Plan
- Shipping Labels
- T3 Logistics



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www.arataexpo.com

ASIS 2012

# MATERIAL HANDLING PRE-PAY DISCOUNT

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

Arata Expositions, Inc. is pleased to announce our Material Handling Pre-Pay Discount for ASIS 2012 Exhibitors.

In order to take advantage of this 10% discount, you must submit your check payment (no credit cards) no later than August 17, 2012.

To calculate your charges, estimate the weight of the items you will be shipping to the show. If you would like to use the ASIS 2011 shipment weight, please contact us and we will be happy to look that up for you. The discount will apply to actual shipment weights, up to the estimated prepaid amount you have determined without further discount. If you prepay less than the actual shipment weight (or the shipment is not classified correctly), standard charges will be applied for the remaining weight or surcharges. If your prepayment is more than the actual shipment, we will apply the remaining balance to any other services you have ordered with Arata Expositions, Inc, first and any credit balance will be refunded.

This offer is available to exhibiting companies only. Third party contractors, including Exhibitor Appointed Contractors may not participate.

## MATERIAL HANDLING PRE-PAY DISCOUNT CALCULATOR

Rate Classification	Weight (round up to the next 100 lbs) i.e 1250 (1300) ÷ 100 = CWT	CWT	x	Price per CWT	=	Prepaid Cost Estimate (200 lb minimum)
Warehouse Crated	÷ =		x	\$132.75	=	
				Less 10%		
				Total:	=	
Warehouse Special Handling	÷ =		x	\$166.00	=	
				Less 10%		
				Total:	=	
Showsite Crated	÷ =		x	\$115.25	=	
				Less 10%		
				Total:	=	
Showsite Special Handling	÷ =		x	\$144.25	=	
				Less 10%		
				Total:	=	

## DESCRIPTIONS OF RATE CLASSIFICATIONS

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

**UNCRATED/PAD-WRAPPED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**NOTE:** Please refer to Material Handling Rates for details on Overtime and other surcharges which may apply.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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# TIPS FOR MATERIAL HANDLING ASIS 2012

## HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.
2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.
4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**
6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

### ***THE EXPENSIVE WAY!***

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
8/24/12	80 Lbs.	200 Lbs. Min.	\$132.75	\$265.50
8/24/12	50 Lbs.	200 Lbs. Min.	\$132.75	\$265.50
8/24/12	70 Lbs.	200 Lbs. Min.	\$132.75	\$265.50
	200 Lbs. Total		Total Drayage Charges	\$796.50

### ***THE COST-EFFECTIVE WAY!***

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
8/24/12	200 Lbs.	200 Lbs. Min.	\$132.75	\$265.50
	200 Lbs. Total		Total Drayage Charges	\$265.50



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# MATERIAL HANDLING

## ASIS 2012

### LIMITS OF LIABILITY

(page 1 of 2)

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
  - The Exhibit Shipping Information & Drayage Rate Schedule is signed; or
  - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
  - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI
2. **AEI'S RESPONSIBILITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.
3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**
5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.
6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.





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# MATERIAL HANDLING

## ASIS 2012

### LIMITS OF LIABILITY

(page 2 of 2)

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.
8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.
9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.
11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE:** Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.
12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.
13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.
14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



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## ASIS 2012

## SPOTTING FEE

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Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Arata Expositions to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment into and out of the exhibit areas or have Arata Expositions supply an operator when available.

### SPOTTING FEES ROUND TRIP CHARGES:

Vehicle/Trailers below 25 feet.....\$300.00  
Vehicle/Trailers above 25 feet.....Call for quote  
Additional charges may apply if the use of additional equipment or labor is required.

### CALCULATE / REQUEST DATE & TIME:

	Date	Time	Size	Rate
Installation:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dismantle:	<input type="text"/>	<input type="text"/>		

### SCHEDULING:

A representative from Arata Expositions, Inc. will contact you to schedule your vehicle spot.

### FLOORING:

All flooring under vehicle must be covered. Carpeting can be rented on the Standard Carpet and Plush Carpet order forms. If you choose to use your own flooring, we suggest that you ship the flooring to the advance warehouse and order labor through Arata to install the flooring. In the event that flooring is not ordered through Arata or shipped in and installed prior to the assigned vehicle spot time, an additional labor charge will be applied for time to reposition the vehicle once the flooring is installed.

### MATERIAL HANDLING:

Material handling charges will apply to any booth material within the vehicles/trailers. The materials will be removed from the vehicles/trailers, weighed and written up as a show site shipment.

### VEHICLE RULES:

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/4 tank of fuel or 10 gallons (whichever is less).

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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# ACCESSIBLE STORAGE

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Accessible storage service is available at show site for exhibitors to easily access their product samples, giveaways, and literature during show days only. This service is not to be used for storing empty containers that are needed back right at show close.

**All arrangements for accessible storage must be made on-site at the Arata Service Center.**

The charge for accessible storage consists of a daily storage fee, plus labor to place in and remove materials from storage and to return the remaining materials at the end of the show.

### SET UP FEE:

There is a one-time set-up fee of \$100.00

### STORAGE FEE:

Based upon square footage required for storage:

Up to 50 square feet .....\$150.00 per day

51 to 100 square feet .....\$200.00 per day

101 to 200 square feet .....\$300.00 per day

201 square feet and over.....Quoted on-site

### LABOR:

There is a 1/2 hour access trip charge (minimum) for each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

#### ACCESSIBLE STORAGE LABOR RATES

Worker per 1/2 hour	ST	OT	DT
Access Trip (1/2 hour rate)	\$59.00	\$88.50	\$118.00
Straight time: 8:00am to 4:30pm weekdays Overtime: 4:30pm to 8:00am weekdays, and all day Saturday Doubletime: Sunday and Holidays			



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# CART LOAD SERVICE

## ASIS 2012

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All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

### CART LOAD SERVICES

Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to small passenger vehicles such as cars, small mini vans or SUV's. If you arrive with a truck, van, or trailer filled with exhibit material you will not qualify for this service and will be required to utilize Arata Expositions material handling services.

Arata Expositions, Inc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Charges for these services are \$170.00 round trip.

This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only.

A cart load is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cart load allowed per booth. Freight that is too large or heavy will be charged material handling rates.

Your vehicle must load and unload from the dock area. Arata personnel will direct vehicles. The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. You must have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

No Arata equipment is allowed to be used by exhibitors.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit materials leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to your existing policies.

Cart load service will be available at the following times:

#### MOVE IN SCHEDULE

Saturday,	September 8	8:00am - 5:00pm
Sunday,	September 9	8:00am - 5:00pm

#### MOVE OUT SCHEDULE

Wednesday,	September 12	4:30pm - 10:00pm
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Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	





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# SHIPPING INFORMATION

## ASIS 2012

### SHIPPING INFORMATION:

#### ADVANCE WAREHOUSE

Shipments should be **PREPAID**, addressed as follows:

TO: (Name of exhibitor and booth number)  
FOR: **ASIS 2012**  
C/O: **arata expositions, inc.**  
C/O: YRC  
2627 State Road  
Bensalem, PA 19020

#### SHOWSITE

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)  
FOR: **ASIS 2012**  
C/O: **arata expositions, inc.**  
C/O: Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107

To avoid confusion, remove all expired shipping labels before shipment.

Material Handling fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Friday, August 24, 2012. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth according to the freight target move-in plan.

Freight being sent directly to the facility will be received by way of a targeted freight schedule. Please refer to the direct shipment schedule and freight target plan which follows.

All shipments **MUST BE PREPAID**. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.**

Exhibitors may unload their own material from POV's (privately owned vehicles). They are permitted to use their own equipment to unload (ie: carts, hand trucks, dollies). No motorized or hydraulic equipment is permitted. Only full-time employees of the exhibiting company will be allowed to unload items from a POV.

**ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL DRAYAGE CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.**

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Arata Service Center to assist you.

**If your designated carrier fails to pick up or refuses to accept your shipment by your appointed move-out time, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.**

**Arata Expositions, Inc.** cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, **Arata Expositions, Inc.** cannot be responsible for delivery time or damage or loss to property.



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# MATERIAL HANDLING RATES

## ASIS 2012

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

### RATES ARE BASED per CWT (with a 200 pound minimum)

**WAREHOUSE SHIPMENTS:** This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	132.75 per CWT
Special Handling Shipment	166.00 per CWT

**SITE SHIPMENTS:** This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	115.25 per CWT
Special Handling Shipment	144.25 per CWT
Uncrated/pad wrapped Shipment	173.00 per CWT

**OVERTIME:** is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

### OVERTIME SURCHARGE:

Crated Shipment	33.20 per CWT
Special Handling Shipment	41.50 per CWT
Uncrated/pad wrapped Shipment	43.25 per CWT

### LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER AUGUST 24, 2012

Crated Shipment	33.25 per CWT
Special Handling Shipment	41.50 per CWT

**SMALL PACKAGE SHIPMENTS (FEDEX & UPS only):** Direct shipments to the facility will be received at a rate of \$45.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

**OFF-TARGET SHIPMENT SURCHARGE:** Any shipment arriving outside its target time will be offloaded after all on-target shipments for that day have been offloaded. There will be a 35% surcharge based on the above site rates for all off-target shipments.

**WEIGHT TICKET FEE:** A \$25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

**MARSHALLING YARD FEE:** A \$30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.

**SPECIAL SERVICES:** A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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# MATERIAL HANDLING CALCULATION

## ASIS 2012

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All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

### WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	1450 lbs (1500) Divided by 100 =	15	x	\$132.75	=	\$1991.25
Warehouse Crated			x	\$132.75	=	
Warehouse Special Handling			x	\$166.00	=	

**NOTE:** Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions Material Handling and Drayage Rate Schedule forms for surcharges.

### SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	1450 lbs (1500) Divided by 100 =	15	x	\$115.25	=	\$1728.75
Showsite Crated			x	\$115.25	=	
Showsite Special Handling			x	\$144.25	=	
Showsite Uncrated/Pad-Wrapped			x	\$173.00	=	

**NOTE:** Overtime and off target arrival charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling and Drayage Rate Schedule forms for surcharges. Please refer to the Target Move In and Move Out plans to get your targeted times.

### DESCRIPTIONS OF RATE CLASSIFICATIONS

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

**UNCRATED/PAD-WRAPPED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Total Warehouse shipments	\$
Total Showsite shipments	\$
Material Handling Total	\$

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



arata expositions, inc.  
15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717  
www.arataexpo.com

## SPECIAL HANDLING

### ASIS 2012

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

## SPECIAL HANDLING DEFINITIONS

### **Ground Unloading/Loading:**

Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **Stacked Shipments:**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **Constricted Space Unloading/Loading:**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

### **Designated Piece Unloading/Loading:**

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **Mixed Loads:**

Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

### **Crated vs. Uncrated:**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

### **Multiple Shipments:**

Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

### **Alternate Delivery Location:**

Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

### **Carpet Only Shipments:**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

### **Improper Paperwork / No Documentation:**

Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

### **Improper Weight:**

Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



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# ASIS 2012

# FREIGHT ROUTING

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.  
All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

**Please return this form by:  
August 24, 2012**

## INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

\_\_\_\_\_ warehouse \_\_\_\_\_ site

Origin of Shipment \_\_\_\_\_ Booth Number \_\_\_\_\_  
Shipping Date \_\_\_\_\_ Carrier \_\_\_\_\_  
Approximate Number of Containers \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_  
Weight of Largest Container \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:  
Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

## INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to \_\_\_\_\_  
Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Carrier \_\_\_\_\_ PREPAID ☐ Collect ☐  
Approximate Number of Containers \_\_\_\_\_ Approximate Weight of Shipment \_\_\_\_\_  
Description \_\_\_\_\_

**(FOR SPLIT SHIPMENTS, USE SPACE BELOW)**

Ship to \_\_\_\_\_  
Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Carrier \_\_\_\_\_ PREPAID ☐ Collect ☐  
Total Number of Containers \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_  
Description \_\_\_\_\_

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for reforwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





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15928 tournament drive  
gaithersburg, md 20877  
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fax: (301) 990-1717  
www.arataexpo.com

## DIRECT SHIPMENTS

### ASIS 2012

#### IMPORTANT NOTICE FOR DIRECT SHIPMENTS TO SHOW SITE

##### Direct Shipment to ASIS 2012 Pennsylvania Convention Center

All companies planning to ship equipment direct to show site via common carriers, padded van, company truck or private vehicle **MUST RETURN THE FREIGHT ROUTING FORM NO LATER THAN FRIDAY, AUGUST 24, 2012.** In addition to confirming your freight target, any special handling requirements and approximate piece count with weight must be stated.

All delivering carriers and privately owned vehicles must report to the marshalling yard check in area according to the Direct Shipment Schedule which follows. The freight check in office will process the driver's paperwork prior to being unloaded at the center. The driver of the vehicle must present bill of lading or delivery receipts which show number of units, item description and weight of shipment being delivered. In the event that a portion of the shipment is uncrated for which there are no individual piece weights, the entire shipment will be classified as uncrated and billed accordingly.

**A \$30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.**

A Receiving Report will be issued, based on the information on the bill of lading, delivery receipt or certified weight ticket for each separate shipment. The Receiving Report shall be dated and signed by the person making the delivery. All invoicing, with regard to freight-drayage, shall be based on the information contained on the Receiving Report. There will be no adjustments once the Receiving Report has been signed.

If you have any questions with regard to the above, please do not hesitate to contact Arata Expositions, Inc.

#### MARSHALLING YARD ADDRESS

Your carrier must check in at the marshalling yard based upon your targeted move-in and/or down and packed schedule. The address is:

Arata Expositions, Inc.  
2627 State Road  
Bensalem, PA 19020

#### SHOWSITE ADDRESS

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)  
FOR: **ASIS 2012**  
C/O: **arata expositions, inc.**  
C/O: Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107



arata expositions, inc.  
15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717  
www.arataexpo.com

# MARSHALLING YARD DIRECTIONS

## ASIS 2012

### MARSHALLING YARD DIRECTIONS

From I-95 North or South –

Take exit # 37, Street Road/Route PA-132 Eastbound.

Take second right on to State Road.

2627 State Road is .5 miles on left side.

#### MARSHALLING YARD ADDRESS

Your carrier must check in at the marshalling yard based upon your targeted move-in and/or down and packed schedule. The address is:

Arata Expositions, Inc.  
2627 State Road  
Bensalem, PA 19020

#### SHOWSITE ADDRESS

Shipments should be **PREPAID** addressed as follows:

TO: (Name of exhibitor and booth number)  
FOR: **ASIS 2012**  
C/O: **arata expositions, inc.**  
C/O: Philadelphia Convention Center  
1101 Arch Street  
Philadelphia, PA 19107



arata expositions, inc.  
15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717  
www.arataexpo.com

# DIRECT SHIPMENT SCHEDULE

## ASIS 2012

Please refer to the floor plan which follows to determine the move-in date and time for direct shipments of freight.

If you are planning to ship directly to show site, you **MUST** notify your carrier to schedule delivery based on the following schedule:

ZONE	TARGET DAY	TARGET DATE	TRUCK CHECK-IN	LOCATION	DELIVERY TIME
1	Thursday	September 6	12:00 noon	Marshalling Yard	3:00 pm
2	Thursday	September 6	3:00 pm	Marshalling Yard	8:00 pm
3	Friday	September 7	5:00 am	Marshalling Yard	8:00 am
4	Friday	September 7	10:00 am	Marshalling Yard	1:00 pm
5	Friday	September 7	3:00 pm	Marshalling Yard	6:00 pm
6	Saturday	September 8	5:00 am	Marshalling Yard	8:00 am
7	Sunday	September 8	10:00 am	Marshalling Yard	1:00 pm

**A \$30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.**

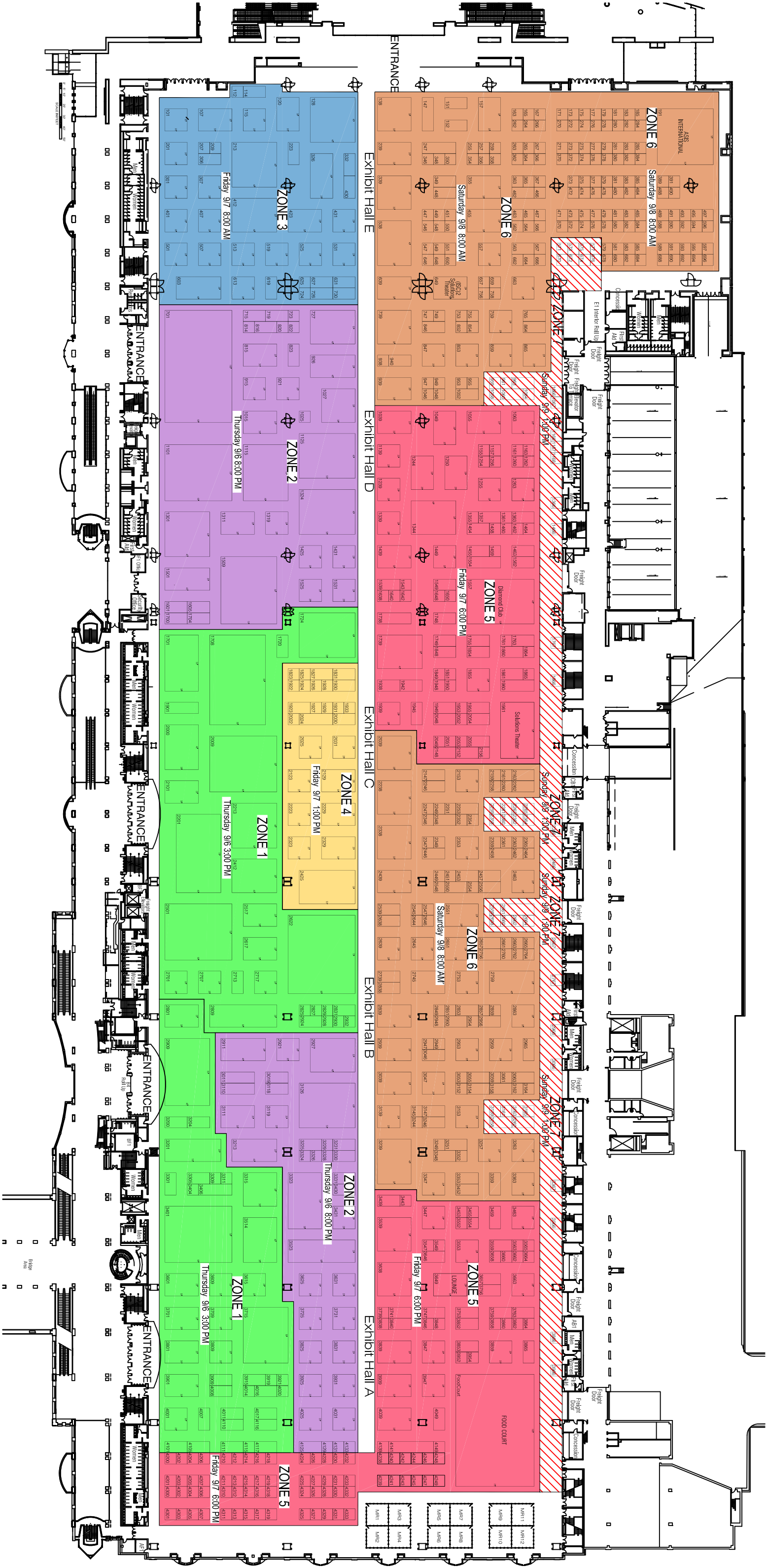
Delivery times **BEGIN** at these times. Allow 6-8 hours to complete freight delivery in each zone.

### DIRECT SHIPMENT NOTIFICATION

All exhibitors **MUST** return the freight routing form by August 24, 2012 to confirm all direct shipments to show site. Please include the following information:

Company name and booth number  
Total number of pieces  
Total weight of shipment(s)  
Name of carrier

**Please direct all inquiries regarding shipments to the Arata Expositions freight coordinator at (301) 921-0800.**



# Freight Target Move In Plan

ASIS 2012  
September 10-12, 2012  
Pennsylvania Convention Center  
Halls A-E  
Philadelphia, Pennsylvania

- ZONE 1 Thursday 9/6 3:00 PM
- ZONE 2 Thursday 9/6 8:00 PM
- ZONE 3 Friday 9/7 8:00 AM
- ZONE 4 Friday 9/7 1:00 PM
- ZONE 5 Friday 9/7 6:00 PM
- ZONE 6 Saturday 9/8 8:00 AM
- ZONE 7 Sunday 9/9 1:00 PM

DRAWINGS 6/18/2012  
AS OF  
Opening Started on: 2010



Washington, DC  
15928 Tournament Drive  
Cottersburg, MD 20877  
301-921-0800  
fax 301-990-1717  
Orlando, FL  
4104 L. B. McLeod Road  
Orlando, FL 32811  
407-422-3636  
fax 407-839-5929

2 Pennsylvania Avenue to Drive ASS 2012 - Friday  
ASS 126 Fern CC.dwg  
Show Name ASS 2012  
Show Dates 9/10-12/2012  
Facility: PA CC  
Location: Halls A-E  
Arch. Desc: Christine Dietz  
SCALE AS REFERENCED

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# MOVE-OUT SCHEDULE

## ASIS 2012

Please refer to the freight move-out plan to determine the time your display must be packed, labeled and readied for move-out. All freight carriers should report as indicated for each zone.

Trucks will not be accepted prior to the published time for each zone. All vehicles must report to the freight check-in office to have paperwork processed prior to being loaded out at the facility.

All exhibitor appointed contractors should be informed of this schedule.

ZONE	TARGET DAY	TARGET DATE	TRUCK CHECK-IN	LOCATION	DOWN & PACKED
1	Wednesday	September 12	3:00 pm	Marshalling Yard	6:00 pm
2	Thursday	September 13	9:00 am	Marshalling Yard	12:00 noon
3	Thursday	September 13	1:00 pm	Marshalling Yard	4:00 pm
4	Thursday	September 13	5:00 pm	Marshalling Yard	8:00 pm
5	Friday	September 14	7:00 am	Marshalling Yard	10:00 am
6	Friday	September 14	9:00 am	Marshalling Yard	12:00 noon

**A \$30.00 per shipment fee will be added to your invoice for the use of the marshalling yard.**

The loading target times listed above indicate the times when freight will **BEGIN** to be loaded in each respective zone.

Unless special arrangements have been made with Arata Expositions, Inc. no trucks will be loaded after 10:00pm on Thursday, September 13, 2012. Loading will begin at 8:00 am on Friday, September 14, 2012.

### OUTBOUND SHIPMENTS

**Arrangements for outbound freight by van line, air freight, truck or private vehicle may be made at the Arata Expositions, Inc. service center beginning on Tuesday, September 11, 2012. Service representatives will assist in scheduling, filling out bills of lading, and general coordination of all outbound freight activities.**

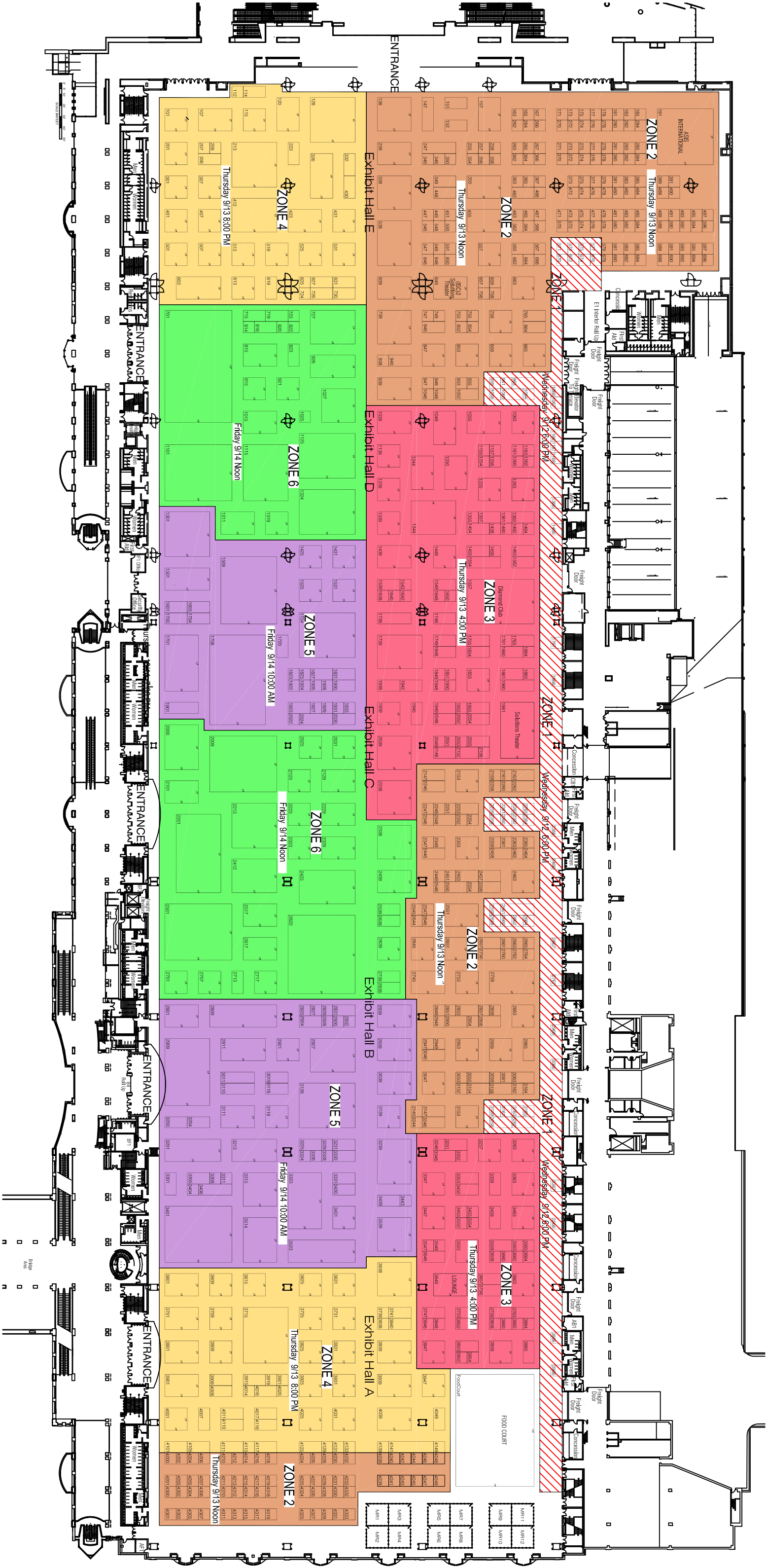
Those exhibitors using carriers other than the Official Carriers, PLEASE NOTE: Where carriers fail to pick up or refuse to accept shipments, Arata Expositions, Inc. reserves the right to reroute such shipments at 12:00 noon on Friday, September 14, 2012. If no disposition is provided, material may be hauled to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. **Please make sure that you have contacted your carrier and turned in all proper paperwork before you leave the exhibit floor.**

#### MARSHALLING YARD ADDRESS

Your carrier must check in at the marshalling yard based upon your targeted move-in and/or down and packed schedule. The address is:

Arata Expositions, Inc.  
2627 State Road  
Bensalem, PA 19020





# Move Out Plan

Exhibits Must Be Down &  
Packed by Time Indicated

## ASIS 2012

September 10-12, 2012  
Pennsylvania Convention Center  
Halls A-E  
Philadelphia, Pennsylvania

- ZONE 1 Wednesday 9/12 6:00 PM
- ZONE 2 Thursday 9/13 12:00 Noon
- ZONE 3 Thursday 9/13 4:00 PM
- ZONE 4 Thursday 9/13 8:00 PM
- ZONE 5 Friday 9/14 10:00 AM
- ZONE 6 Friday 9/14 12:00 Noon

DRAWINGS 6/18/2012  
AS OF  
Drawing Started on: 2010



Washington, DC  
15928 Tournament Drive  
Cottersburg, MD 20877  
301-921-0800  
fax 301-990-1717

Orlando, FL  
4104 L. B. McLeod Road  
Orlando, FL 32811  
407-422-3636  
fax 407-839-5929

2 Pennsylvania Convention Center  
ASIS 12th Penn CC, Aug  
Show Name: ASIS 2012  
Show Dates: 9/10-12/2012  
Facility: PA CC  
Location: Halls A-E  
Acct. Exec: Christine Dietz  
SCALE: AS REFERENCED

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

ASIS 2012  
c/o arata expositions, inc.  
c/o YRC  
2627 State Road  
Bensalem, PA 19020

---

**HOLD FOR STORAGE**

DELIVER PRIOR TO AUGUST 24, 2012

**EXHIBIT MATERIAL, DO NOT DELAY**

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

ASIS 2012  
c/o arata expositions, inc.  
c/o YRC  
2627 State Road  
Bensalem, PA 19020

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BOOTH NO: \_\_\_\_\_

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2627 State Road  
Bensalem, PA 19020

---

**HOLD FOR STORAGE**

DELIVER PRIOR TO AUGUST 24, 2012

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

ASIS 2012  
c/o arata expositions, inc.  
c/o Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

ASIS 2012  
c/o arata expositions, inc.  
c/o Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**