

**DRAYAGE AND MATERIAL HANDLING INFORMATION**

**THIS SERVICE:**

Penn State Expo Services, Inc. is responsible for maintaining in and out traffic schedules. To assure orderly and expeditious handling of exhibit material in and out of the Show, it is suggested that exhibitors clear all movements of exhibit material through the Official Drayage Contractor.

Outbound shipping instructions should be given to the Official Drayage Contractor at the earliest possible time. All bill of lading and shipping instructions covering outbound shipments will be checked at the time of loading and corrections made where necessary. Freight remaining on the exhibit floor without proper instructions for deposition will be removed and shipped using available information.

**LIMITATION OF PSES'S LIABILITY & RESPONSIBILITY**

PSES shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

PSES shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

PSES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills-of-lading covering outgoing shipments which are furnished to PSES by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

PSES shall not be responsible for any loss, damage, or delay due to fire, Acts of God, Strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

PSES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event PSES's maximum liability shall be limited to \$1.00 per pound per article, with a maximum liability of \$500.00 per item and \$10,000.00 per shipment.

PSES 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 materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment of PSES by an exhibitor, or by any shipper on behalf of any exhibitor, shall be constructed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set fourth in this Bulletin. All handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all risk floater insurance covering materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can be done by adding "riders" to existing policies, often at no additional cost.

In order to expedite removal of material, we shall have the authority, without further clearance with exhibitors, to change designated carriers, if designated carriers do not pick up on time.

Oversized, loose and uncrated shipments and late deliveries requiring Special Handling will be surcharged an additional 35%. Surcharge will be added to the listed rates.

**RATE SCHEDULES**

1.	Shipments received at advance warehouse, unloaded, stored for 30 days, delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the convention, moved to the loading areas, reloaded on trucks, for pick up by common carrier.	IN AND OUT PER CWT	*Inbound and/or Outbound Minimum
		\$40.00	\$60.00
2.	Shipments received at the exhibit facility, unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the Show, moved to the loading area, reloaded on trucks, for pick up by common carrier.	<u>S.T./Per CWT</u>	<u>O.T./Per CWT</u>
		8:00 a.m. to 4:00 p.m.	After 4:00 p.m. Sat., Sun., & Holidays
		\$40.00	\$60.00

UPS Shipments: Drayage charges are based on the day shipments arrive at destination and not by how they are shipped by the manufacturer from point of origin.

**6%PA SALES TAX**

PENN STATE EXPO SERVICES  
2750 PAXTON ST. UNIT 3  
HARRISBURG, PA 17111  
PHONE: 717-564-2658 FAX: 717-564-2980  
E-MAIL: pennstateexpo@verizon.net

## **DRAYAGE AND MATERIAL HANDLING INFORMATION (Con't)**

PENN STATE EXPO SERVICES, INC. utilizes a trucking company of our choice after the show. If you would like us to handle your outbound freight with a trucking company of our choice, we will use our account number and then bill you directly for those charges. If you have an account with another trucking company or air freight company, feel free to make arrangements with them. PSES is not responsible for rate differences. If using your account number, **YOU** must call and make arrangements with your company to pick up the freight at a particular time and date after the show. We can provide you with the proper address of the facility where it needs to be picked up, or our PSES warehouse address for pick up there.

We have Freight bill of lading on hand and can help you fill them out. Remember, inbound shipments before the show must be prepaid and outbound shipments after the show must be collect. (See page 1 of the drayage forms.) or you may utilize your own account number.

You are free to ship via anyone you care to, inbound to PSES before the show.

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**PENN STATE EXPO SERVICES**  
**2750 PAXTON ST. UNIT 3**  
**HARRISBURG, PA 17111**  
**PHONE: 717-564-2658**  
**FAX: 717-564-2980**  
**E-MAIL:**  
**pennstateexpo@verizon.net**

## DRAYAGE AND MATERIAL HANDLING/ RATE SCHEDULE AND ORDER FORM

Company \_\_\_\_\_

Event:  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Booth Number \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

By typing my name above, I agree to recognize this as my legal signature for this document.

**\*\*\*\*\*DEADLINE TO RECEIVE FREIGHT WILL BE ONE WEEK PRIOR TO SHOW START\*\*\*\*\***

**Shipping Address  
 and Consign:**

**PENN STATE EXPO SERVICES, INC.**  
**2750 PAXTON STREET**  
**HARRISBURG, PA 17111**

Drayage and Material Handling Service provides to Exhibitors a facility to receive their freight and at the end of the show place the shipment in the hands of a common carrier.

**The Exposition Site has no facilities for receiving exhibit material prior to a specified move-in date.**

NOTE: Shipping of any material to this address or the show site institutes an order and you will be charged at prevailing rates. PA SALES TAX APPLIES TO THIS SERVICE.

The charges for our services do not include the billing payable to your shipper whether it be a common carrier or other form of transportation. Your company is responsible for making inbound shipments prepaid and outbound shipments are to be collect.

**THIS IS NOT A BILL OF LADING. A BILL OF LADING MUST BE FILLED OUT AND RETURNED TO DECORATOR BEFORE REPRESENTATIVE LEAVES SHOW SITE AT END OF SHOW.**

INBOUND SHIPMENTS TO THE EXPOSITION	
PLEASE COMPLETE IF INFORMATION IS AVAILABLE AT TIME OF SHIPMENT.	
SHIPPER (NAME)	SHIPPED FROM (CITY)
SHIPPED VIA (TRUCK LINE)	PRO. NO.
SHIPPED ON (DATE)	ESTIMATED ARRIVAL
TOTAL NO. SHIPMENTS	TOTAL NO. PIECES / WT.

OUTBOUND SHIPMENTS AFTER THE EXPOSITION	
SHIP TO (CONSIGNEE NAME)	
STREET ADDRESS	
CITY	STATE
TOTAL NO. OF PIECES / TOTAL WT. OF SHIPMENT	

Description of Material to be shipped: \_\_\_\_\_

Send Outbound Freight Charges to:

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ATTENTION: \_\_\_\_\_