



Advance Shipments

Exhibitors may choose to ship freight to the advance warehouse. Innovative Expo will receive and manage your materials shipped in advance. Please make your show site representative aware of the following information.

Material handling fees are paid to Innovative Expo, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as TForce, YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by Innovative Expo and the associated charges, please see below.

Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments must arrive at the warehouse by: **November 7, 2022.**
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

Advantages:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget.

Rates Include:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Innovative Expo Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

Common Carrier Rate

Shipments that arrive via Common Carrier (regular route LTL carriers) such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

Special Handling / Late Shipment Rate

Shipments that are uncrated shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Small Package Rate

Cartons/envelopes weighing less than 40 lbs. per shipment without documentation.



Direct Shipments

Exhibitors may choose to ship freight direct to show site. Innovative Expo will receive and manage your materials shipped to show site.

Please make your show site representative aware of the following information.

Material handling fees are paid to Innovative Expo, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as TForce, YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding direct material handling services provided by Innovative Expo and the associated charges, please see below.

Direct Shipments to Show Site

- Shipments to the facility must not arrive prior to: **November 13, 2022**. Early shipments to show site may be refused.
- Innovative Expo will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget.

Rates Include:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Innovative Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

Common Carrier Rate

Shipments that arrive via Common Carrier (regular route LTL carriers) such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

Special Handling / Late Shipment Rate

Shipments that are uncrated shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Small Package Rate

Cartons/envelopes weighing less than 40 lbs. per shipment without documentation.



Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight.

Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition.

Billed weight is based on incoming weight, whether outbound services are used completely or in part.

The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the inbound Bill of Lading and/or the certified weight ticket.

Separate shipments will not be combined.

Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: CAHF 2022

Innovative Expo

TForce c/o Crane Logistics

8721 Merrill Ave

Chino, CA 91710

- Use this address and information on your inbound bill of lading for shipping freight to the warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 am to 4:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- We do not accept shipments that are not consigned to Innovative Expo. Such shipments will be refused.
- **Shipments must arrive at the warehouse by: November 7, 2022**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: CAHF 2022

c/o Innovative Expo

Palm Springs Convention Center - Oasis Halls 1-4

277 N. Avenida Caballeros

Palm Springs, CA 92262

- Use this address and information on your inbound bill of lading for shipping freight to Show Site.
- Please use the freight labels provided in this service manual.
- Receiving hours are during show move-in hours.
- All shipments must be prepaid: collect shipments will be refused.
- We do not accept shipments that are not consigned to Innovative Expo. Such shipments will be refused.
- **Shipments must not arrive prior to: November 13, 2022**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack booth equipment at end of the show must affix empty labels on containers as soon as they are empty. Empty labels are available at the Innovative Service Desk. Affixing labels is the sole responsibility of the exhibitor. We assume no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. There is no access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Innovative Service Desk: *do not leave outbound Bills of Lading in your booth.*

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, we reserve the right to re-route the shipment via the official show carrier as necessary.



Submit this form if you will be shipping material to the warehouse. Use the rates below to estimate your material handling charges. Orders received without full payment or credit card information will not be processed and freight will not be delivered until payment received.

Material Handling

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on type of shipment, amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below.

Advance to Warehouse Rates

200 lb. minimum charge per shipment applies if over 40 lbs. total

	Rate per 100 lbs.	200 lb. min per shipment
Common Carrier (regular route LTL carriers)	\$160.00	\$320.00
Special Handling / Late Shipments (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$193.00	\$386.00

Direct to Show Site Rates

200 lb. minimum charge per shipment applies if over 40 lbs. total

	Rate per 100 lbs.	200 lb. min per shipment
Common Carrier (regular route LTL carriers)	\$171.00	\$342.00
Special Handling / Late Shipments (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$204.00	\$408.00

Small Packages Rates

Per shipment.

	Small Packages Per Shipment
Small Packages (total weight under 40 lbs.)	\$90.00

Material Handling Schedule

We plan to ship our materials:

Advance: Common Carrier Special Handling **Direct:** Common Carrier Special Handling

Carrier	Tracking # or Shipped From	Date of Planned Arrival	# of Pieces			Est. Weight	Rate	Estimated Cost <i>200 lb. minimum</i>
			Crates	Cartons	Cases			

Return To Warehouse

- Shipments returned to warehouse will incur additional fees. Rate will be charged \$15.00 per 100 lbs. with a \$250.00 minimum.

Terms / Order Estimate

- All freight received will be billed 100%.
- Transfer this total to the *Payment Authorization/Order Summary* form.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



Material Handling Tips

Shipping Inbound:

- **Advance to Warehouse:**
 - Ensure your shipment arrives by the deadline date of **November 7, 2022** to avoid additional surcharges.
 - Your shipment can arrive up to 30 days prior to move in.
- **Direct to Show Site:**
 - Shipments will be received starting **November 13, 2022** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **CAHF 2022** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

Shipping Outbound:

- Innovative Expo uses the designated show carrier exclusively for re-shipping material at the close of show.
- If you are not shipping via the show carrier, you must schedule your carrier for pickup at the appropriate time.
- Each individual shipment destination must have a completed Bill of Lading. Each piece must be individually labeled.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Service Desk.
- Be aware of the time deadline for clearing the show floor to avoid your shipments being rerouted via the show carrier.

Storing Empty Containers:

- Pick up Empty Labels at the Innovative Service Desk.
- Place a label on each container with your company name & booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth.

Consolidate Your Shipment:

- Separate shipments received will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

TOTAL cost of three shipments arriving separately: \$600.00

OR

3 pieces totaling 152 lbs. @ 200 lb minimum x \$100.00 per CWT = \$200.00

TOTAL cost of one consolidated shipment: \$200.00 Savings of \$400.00

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**TForce c/o Crane Logistics
8721 Merrill Ave
Chino, CA 91710**

CAHF 2022

**Palm Springs Convention Center
Palm Springs, CA
November 13-16, 2022**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must arrive by:
November 7, 2022**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**TForce c/o Crane Logistics
8721 Merrill Ave
Chino, CA 91710**

CAHF 2022

**Palm Springs Convention Center
Palm Springs, CA
November 13-16, 2022**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must arrive by:
November 7, 2022**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:



**Palm Springs Convention Center - Oasis Halls 1-4
277 N. Avenida Caballeros
Palm Springs, CA 92262**

CAHF 2022

**Palm Springs Convention Center
Palm Springs, CA
November 13-16, 2022**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must not arrive prior to:
November 13, 2022**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:



**Palm Springs Convention Center - Oasis Halls 1-4
277 N. Avenida Caballeros
Palm Springs, CA 92262**

CAHF 2022

**Palm Springs Convention Center
Palm Springs, CA
November 13-16, 2022**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must not arrive prior to:
November 13, 2022**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.