

SHIPPING & MATERIAL HANDLING INFORMATION

Hargrove, Inc. is the Official Drayage Contractor for the 2012 USASEF Expo. All shipments, if it is possible, should be received at our advance warehouse prior to the published deadline date. Shipments received at our warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge.

You may deliver directly to show site only during published move-in dates/hours.

When completing your Bill of Lading and shipping labels, please include the name of the show, your company name and your booth number. **For your convenience, sample labels are provided in this service kit. You may copy these labels or use your own if you need more labels than provided.**

Advance Shipments Accepted: Beginning 3/26 at 10:00 AM to 4/23 at 12:00 Noon <small>(Advance Warehouse open Mon thru Fri, 10:00 AM to 4:00 PM)</small>	Direct Shipments Accepted: Beginning 4/26 at 10:00 AM
Your Company Name & Booth Number USA Science & Engineering Festival Expo c/o Hargrove, Inc. YRC Washington 7600 Preston Drive Landover (Hyattsville), MD 20785	Your Company Name & Booth Number USA Science & Engineering Festival Expo c/o Hargrove, Inc. Walter E. Washington Conv. Center - Halls A/B/C 801 Mount Vernon Place, NW Washington, DC 20001

Remember that all shipments must be PREPAID. DO NOT SHIP "COLLECT", AS **COLLECT SHIPMENTS WILL BE REFUSED**. You may confirm receipt of your shipment at Hargrove, Inc. by calling 301-306-4627.

For assistance with your shipment(s) to or from this event, contact Hargrove Logistics at 301-306-4620 or Logistics@hargroveinc.com. For your convenience, a Hargrove Logistics Shipping Quote & Order Form is included in this kit.

Material Handling includes:

- Receiving and unloading your shipments at our warehouse (30 days free storage prior to show date)
- Reloading onto a Hargrove, Inc. trailer
- Delivery of shipment to exhibit hall
- Placement of shipment in your booth space
- Removal and storage of empty containers
- Return of empties to booth at close of show (All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.)
- Removal of all packed and labeled materials from exhibit booth
- Reloading onto outbound carrier for return shipment (based on shipping information provided on your Hargrove, Inc. Show Bill of Lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the material-handling portion of the Price List for detailed pricing information. Weight, taken from inbound Bills of Lading, is rounded up to the next hundred pounds. Hargrove, Inc. will assign a weight to shipments arriving without a Bill of Lading or certified weight tickets. Shipments received without weight tickets that are weighed by Hargrove, Inc. will be charged for double handling.

OVERTIME – An overtime surcharge, per cwt, for each occurrence will apply if:

- Shipments are received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling conflicts beyond Hargrove’s control.
- A surcharge will also apply if your advance shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to scheduling conflicts beyond Hargrove’s control.

OUTBOUND INSTRUCTIONS AT CLOSE OF SHOW – At the close of the show, each exhibitor must complete a Hargrove, Inc. Bill of Lading and shipping labels for his exhibit materials. Blank Bills of Lading and labels are available at the Hargrove Service Center located in the exhibit hall. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove, Inc. reserves the right to re-route such shipment or return material to our warehouse at the exhibitor’s expense. For more information, please see the Move-Out Information sheet enclosed in this kit.

All of your exhibit transportation needs will be taken care of with just one phone call.



HARGROVE
LOGISTICS

Hargrove Logistics is your single-source shipping and transportation solution for all of your exhibitor freight needs. We offer cost-effective shipping solutions, dependable service, efficient order processing, and superior customer-service.

With just one phone call, you can take care of all of your exhibit transportation needs. Hargrove's logistics experts will help you every step of the way - prior to a show, during move-in, on show days, and during move-out.

Hargrove Logistics handles all modes of transportation and offers the following services:

- Same Day Shipping
- Overnight
- 2nd Business Day
- Deferred 3-5 Business Days
- Full Trailer (Truck Load)
- Less Than Truck Load (LTL)
- Ocean
- Air
- Rail



Whether your shipment is national or international, large or small and/or requires special handling....Hargrove Logistics is your one source for all of your exposition transportation needs.

Real-Time Tracking

Hargrove's friendly transportation specialists can help you track or trace your shipment, should the need arise. All specialists have access to all online systems provided by our shipping partners.

Easy Ordering

Hargrove Logistics will provide you with a competitive quote on all of your shipping and transportation services. Our one-page Shipping Quote & Order Form, available in both printed and online service kits, allows you to arrange all of your shipping needs. If you have any questions as you are filling out the form, simply call one of our transportation specialists at 888-790-9792 ext. 4620 ...we'll be happy to help.

Reliable Service

Hargrove Logistics knows the importance of meeting deadlines and accommodating special requirements for your exhibitor freight. Hargrove Logistics only works with the most reliable carriers, who will take care of your freight and deliver it on-time.

888.790.9792
ext. 4620

One Hargrove Drive
Lanham, MD 20706
www.hargroveinc.com

To find out how Hargrove Logistics can help you with your exhibit transportation needs, call 888.790.9792 ext. 4620, or send an email to Logistics@Hargroveinc.com

Expect **Service** | Expect **Quality** | Expect **Results**

Expect **HARGROVE**

HARGROVE LOGISTICS

HARGROVE LOGISTICS SHIPPING FORM
 FOR SHIPPING RATES, PLEASE FAX THIS FORM TO 301-306-6253
 FOR SHIPPING QUESTIONS, PLEASE CALL 301-306-4620
Logistics@hargroveinc.com

Company: _____ Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Event Name: _____ Booth Number: _____

PICK-UP INFORMATION		
Date of Pick Up:	Your Shipping/Receiving Hours: _____ AM to _____ PM	
Is This Pick-Up Location:	<input type="checkbox"/> Business <input type="checkbox"/> Residence <input type="checkbox"/> Home Business	
Address of Pick Up: _____		
Pick-Up Contact Name:	Phone:	Fax:
Special Instructions:		
Is There a Loading Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, is This an Inside Pick Up: <input type="checkbox"/> Yes <input type="checkbox"/> No Is There Access to: <input type="checkbox"/> Elevator <input type="checkbox"/> Stairs		
Will This Pick Up Require: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Hazardous Materials		
<input type="checkbox"/> Other _____		
Is This Shipment: <input type="checkbox"/> Round Trip <input type="checkbox"/> One-Way Inbound <input type="checkbox"/> One-Way Outbound		
Comments:		

DELIVERY INFORMATION	
Date of Delivery:	<input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to Show Site
Delivery Address: _____	

Show Name:	Exhibitor Name:	Booth #:
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METHOD OF SHIPMENT	
Ground:	<input type="checkbox"/> Less Than a Truck Load <input type="checkbox"/> Full Truck Load
Air:	<input type="checkbox"/> Overnight AM (by 12 Noon) <input type="checkbox"/> Overnight PM (by 5 PM) <input type="checkbox"/> Second Day <input type="checkbox"/> 3-5 Day

WEIGHT AND DIMENSIONS (Final Rate is Subject to Correct Weight and Dimensions)				
List Piece Description	Length (Inches)	Width (Inches)	Height (Inches)	Estimated Weight (LBS)
Total Pieces :			Total Weight:	

Payment Method: Hargrove Logistics Only Hargrove Logistics and All Hargrove Orders
 Credit Card (check card type & complete info below): Visa MasterCard Discover AMEX
 Check Enclosed: # _____ Dated ____ / ____ / ____ in the amount of \$ _____

Credit Card Number: _____ Exp. _____

Cardholder Name: _____ Signature: _____

Billing Address: _____



MATERIAL HANDLING ORDER FORM

Product #	Description	Price per CWT	Minimum
NOTE: Shipments handled before 8:00 AM or after 4:30 PM Mon-Fri, or anytime Sat, Sun or holiday, will be assessed a 35% overtime surcharge.			
Warehouse (Advance) Shipment			
MH1	Crated or Skidded Shipment	\$94.00	\$188.00
MH2	Small Package - first piece (applies to shipment weighing 30 pounds or less)	\$35.00	
MH3	Small Package - each additional	\$20.00	
MH4	Special Handling/Uncrated Shipment	\$126.90	\$253.80
MH5	Overtime Surcharge - Crated or Skidded Shipment	\$32.90	\$65.80
MH6	Overtime Surcharge - Special Handling/Uncrated Shipment	\$44.42	\$88.84
MH7	Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	\$47.00	\$94.00
* NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.			
Show Site (Direct) Shipment			
MH8	Crated or Skidded Shipment	\$89.00	\$178.00
MH9	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$111.25	\$222.50
MH3	Small Package - first piece (applies to shipment weighing 30 pounds or less)	\$35.00	
MH4	Small Package - each additional	\$20.00	
MH10	Special Handling/Uncrated Shipment	\$120.15	\$240.30
MH11	Overtime Surcharge - Crated or Skidded Shipment	\$31.15	\$62.30
MH12	Overtime Surcharge - Crated Shipment via Special Carrier	\$38.94	\$77.88
MH13	Overtime Surcharge - Special Handling/Uncrated Shipment	\$42.05	\$84.10
MH14	Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	\$31.15	\$62.30
POV	Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	\$109.00 per Cart Load	
Miscellaneous Service			
MH15	Return to Warehouse (includes hold period** / first 5 days of storage)	\$40.00	\$200.00
MH16	Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	\$5.00	\$25.00

Product #	Description (carton, case, crate, skid, etc.)	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price

- Small package rates apply to shipments with a total weight of 30 pounds or less.
- Material Handling is billed by the hundredweight, or per CWT, with a **2 CWT minimum**.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Each delivery to the dock constitutes a shipment, and is billed accordingly.
- Shipments received without weight tickets will be weighed and charged special handling rates.

	Subtotal:	
	Overtime/Off-Target Surcharge(s):	
	TOTAL:	

Order Payment Method:

Check Enclosed # _____ Dated ___/___/___ (Ref: 5028068CT) **OR** Charge the following credit card:

Visa MasterCard Discover Card American Express

Credit Card Number:

	Exp.
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CARDHOLDER: _____ SIGNATURE: _____

COMPANY: _____ BOOTH #: _____

ADDRESS: _____ PHONE #: _____

CITY: _____ ST/ZIP: _____ FAX: #: _____

CONTACT: _____ EMAIL: _____

One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438
exhibitorservices@hargroveinc.com

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

USA Science & Engineering Festival Expo

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, April 23 at 12:00 Noon

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

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HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
Walter E Washington Conv Ctr
801 Mount Vernon Place, NW
Washington, DC 20001

USA Science & Engineering Festival Expo

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Thursday, April 26 at 10:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

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HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

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HANGING SIGNS LABEL

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove, Inc., or the placement of an order with Hargrove, Inc. by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

HARGROVE, INC. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove, Inc. and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove, Inc. or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove, Inc. and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove, Inc. and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- 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 for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

HARGROVE, INC. and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove, Inc. and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove, Inc. or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove, Inc. and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove, Inc. or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove, Inc. and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove, Inc. and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove, Inc. and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove, Inc. Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove, Inc. assumes no responsibility for containers with incorrect labels. Further, Hargrove, Inc. assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove, Inc. (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove, Inc. assumes no liability for items placed in such storage.

HARGROVE, INC. and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove, Inc. and its subcontractors choose to reroute the Exhibitor's freight. Hargrove, Inc. and its subcontractors assume no responsibility as a result of rerouting or handling of freight.