



## SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY **WILL NOT** ACCEPT ADVANCE SHIPMENTS

### GENERAL INFORMATION

- ❖ Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery
- ❖ If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

**TO: (Your company name)**  
**FOR:** **Booth #**  
**C/O: LCD Exposition Services**  
**220 E Augusta Ave**  
**Spokane, WA 99207**

- ❖ Please mark your shipment with your booth number if known.
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ Warehouse shipments received after \_\_\_\_\_ will be subject to 25% surcharge.
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ Outbound UPS shipments will be charged an additional handling fee of \$5.00 per piece, with a minimum charge of \$15.00 per shipment.
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- ❖ All freight handling services must be guaranteed with a credit card
- ❖ **Attention Fedex Ground Customers:** *Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless you provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.*

### LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL FREIGHT UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be routed to our warehouse, at exhibitor expense, to await disposition. LCD reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.50 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



# FREIGHT SERVICE ORDER FORM

**MATERIAL HANDLING RATE SCHEDULE** *All Charges Based on Actual Weight in 100# Increments*  
**COLLECT SHIPMENTS WILL BE REFUSED!**

**All Receiving Services include the following:** Receipt of shipment from carriers, delivery to booth; storage & return of empty containers, return of shipment to your carrier at the close of the event.

*Warehouse Shipments received after* *subject to 25% additional handling fee.*

**RECEIVING AT ADVANCE WAREHOUSE:** Includes advance storage up to 30 days.

**\$60.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

**RECEIVING AT EXHIBIT HALL:**

**\$60.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

**SMALL PARCEL RATE:** Cartons weighing under 30# each. Maximum of three cartons at this rate.

**\$33.00 per carton with a two carton minimum** ..... \_\_\_\_\_

**OUTBOUND SHIPPING ONLY:** Delivery from booth to carrier at close of show.

**\$45.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

**UPS OUTBOUND SHIPPING SURCHARGE:** Applies to return shipping of materials received at our warehouse or direct to showsite as well as outbound only shipments. ***This is in addition to material handling charges as detailed above.***

\$6.00 per piece ( **\$18.00 minimum charge** ) ..... (no. pcs. x \$6.00) ..... \_\_\_\_\_

**PLEASE PROVIDE YOUR UPS ACCOUNT # HERE:**

**SPECIAL HANDLING / STORAGE:** Applies to loose / uncrated shipments or any shipments requiring return to our warehouse for shipping or customer pickup. Includes up to one week storage. These charges are in addition to any other services ordered.

**\$30.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

## SHIPMENTS TO THE SHOW

**Total This Page:** \_\_\_\_\_

Shipped from (city) \_\_\_\_\_ Carrier \_\_\_\_\_ Pro no. \_\_\_\_\_

Shipping Date \_\_\_\_\_ Total number of pieces \_\_\_\_\_ Total weight of shipments \_\_\_\_\_

Show representative \_\_\_\_\_ Telephone \_\_\_\_\_

**IMPORTANT:** in order to trace shipments we must have the name of carrier and assigned bill of lading number - "PRO NO."

## REFORWARDING INSTRUCTIONS

Ship to \_\_\_\_\_ (name) \_\_\_\_\_ (street address)

City, State, Zip \_\_\_\_\_  Prepaid  Collect

Description \_\_\_\_\_ Number of pieces \_\_\_\_\_

Forward Via  Motor Freight  Air Freight  UPS  Fed Ex\*  Other \_\_\_\_\_

\* **Fedex Ground Customers:** You must provide your own prepaid return labels for Fedex Ground due to their billing restrictions.

## SPECIAL INSTRUCTIONS ( Expedited shipping, Insurance, etc. ):

**PAYMENT POLICY / RECAP FORM**  
**MUST ACCOMPANY THIS ORDER**

EXHIBITOR \_\_\_\_\_ BOOTH# \_\_\_\_\_

**ALL FREIGHT HANDLING CHARGES**  
**MUST BE GUARANTEED WITH A**  
**CREDIT CARD**

ORDERED BY \_\_\_\_\_  
(Please Print)