



CA Craft Beer Summit 18
 Sept 6-8, 2018
 Sacramento Convention Center
 Sacramento, CA

Shipping & Material Handling Information

Attention Exhibitors! Please read this information carefully. Failure to do so could result in additional fees.

American Exposition Services, Inc. is the designated provider for material handling for this event. Instructions and options for getting your **Exhibit Materials** into the show are below.

Please note: Exhibitor Move-In is on: **Wednesday, September 5, 2018 (3:00pm – 5:00pm)**
Thursday, September 6, 2018 (8:00am – 11:00am)

EXHIBIT MATERIALS

Option A: To ship your “exhibition materials” in Advance to the American Exposition Services Warehouse, consign your shipment(s) as follows:

California Craft Beer Summit 18
 (Exhibiting Company Name)
 (Booth #)
 C/O American Expo
 1341 North Market Blvd, Ste 300
 Sacramento, CA 95834

Use Blue Label



Materials should arrive between July 23, 2018 – August 17, 2018

*Shipments will be accepted after August 17, 2018 Advance Freight deadline, however a 30% surcharge for “late delivery” will apply.

Option B: To ship your “exhibition materials” Direct to the Sacramento Convention Center, consign your shipment(s) as follows:

California Craft Beer Summit 18
 (Exhibiting Company Name)
 (Booth #)
 C/O American Expo
 Sacramento Convention Center
 1401 K Street
 Sacramento, CA 95814

Use Red Label



Materials should arrive between 8am-5pm on September 5, 2018 or 8am-11:00am on September 6, 2018

Option C: Cart Load Service at the Sacramento Convention Center Loading Dock will be available for small vehicle unload during listed exhibitor move-in hours only. American Exposition Services has made cart load services available for hire, one (1) laborer with one (1) push cart for one (1) **round trip** from the dock to your booth and your booth to the dock. Rates and Instructions are as follows:

A ‘Small Vehicle’ is considered to be any vehicle that is primarily designated to transport passengers, not cargo or freight. Examples include cars, small vans, ½ ton pick-ups, taxis, etc.

- **Cart Load Rate: \$131.25 each, with a maximum of two (2) cartloads per vehicle**
- **Each single (1) cartload is approximately (8) pieces or 200 lbs., with a maximum of 50 lbs. for any single (1) piece.**

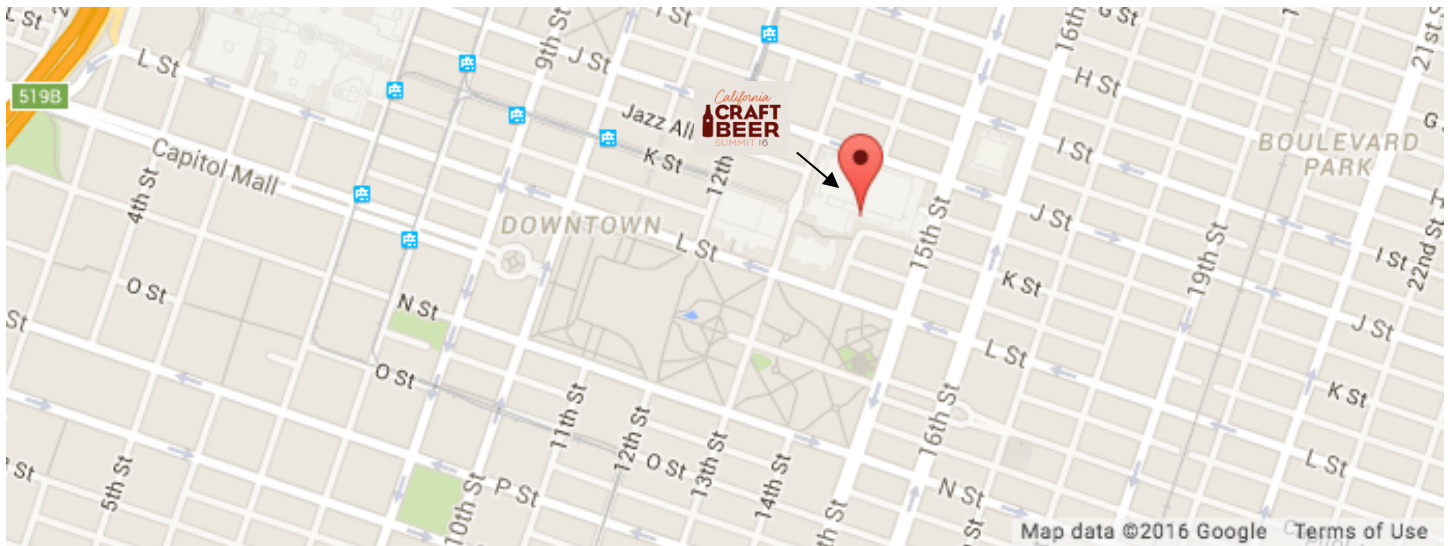
Shipping & Material Handling Information

Cartload Service will be provided on a first come, first served basis. Your vehicle must unload on the receiving dock of the exhibit hall. American Exposition Services personnel will direct vehicles to an unloading zone. Labor and carts are not permitted to enter or go to any parking structure.

Materials or freight deemed too large or heavy must be handled by AES at the published material handling freight rates. No personal trucks (1 ton or over), rental trucks, trailers or bobtail (straight trucks) will be unloaded through Cart Load Service.

Directions to the Loading Area are below:

Address for GPS: 1401 K Street, Sacramento, CA 95814
Entrance: Enter the loading dock area on 14th & L Street



Please take a few moments to review the following information regarding shipping and material handling.

Important! - If your exhibit requires more materials than can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment you must order material handling services.

- American Exposition Services Inc. is the official material handling contractor for this event, and will have jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.
- American Exposition Services Inc. is responsible for coordination of all incoming and outgoing freight and materials at the show site. Enforcing safety regulations and maintaining clear aisles is our responsibility. Please help us by following all material handling rules and guidelines.
- This event venue has no facility for receiving and handling advance shipments. All advance shipments should be sent to the address indicated for advance shipments. All freight must be shipped PREPAID and labeled accordingly.
- Hotel Bellman, Show Management, Venue employees or other outside labor source are not to provide any material handling services on the event floor without permission from American Exposition Services, Inc. prior to service.



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Carriers

AES Transportation is the preferred carrier for this event. Please call our specialists to arrange all inbound and outbound shipments at (916) 925-EXPO (3976) or email info@american-expo.com.

If you choose to use a carrier other than AES Transportation, you will need to make all inbound and outbound shipping arrangements. Please place on-site material handling orders to notify us of your intention to send freight.

Shipping Charges

Please prepay all shipping charges. American Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with American Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments. The services above, whether used completely or in part, are based on the inbound weight of the shipment. Tracking shipments with your carrier is NOT the responsibility of American Exposition Services, Inc. American Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please place your order estimate on our online marketplace. You should have received a login via email or visit <https://aes.boomerecommerce.com/>.

Special Handling

A surcharge of 30% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify American Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. **Uncrated and/or loose shipments are subject to this charge.**

Consignment

All shipments must be consigned c/o American Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of your merchandise. Upon shipping, immediately send copies of bill of lading to AES as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments.

Trucks arriving without documented weights will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Services Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional labor charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the American Exposition Service Desk and are to be used for empty storage only. American Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

Outbound Shipments

Shipping & Material Handling Information

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from American Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to American Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, AES must have an MHA for both locations. If freight is found on the show floor and AES does not have a completed Material Handling Agreement, American Exposition Services, Inc. will declare it **FORCED FREIGHT and it will be returned C.O.D. to the address present on the outside of the packages**. American Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at listed rates per 100 pounds/CWT.

Limits of Liability

1. We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
3. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
4. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
5. Maximum recovery. If found liable for any loss, American Exposition Services' sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.30 (USD) per pound/article with a maximum liability of \$50.00 (USD) per item, or \$1000.00 (USD) per shipment, whichever is less.
6. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
7. The consignment or delivery of a shipment to American Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

THESE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE COPY, CUT AND AFFIX TO EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

Advance Shipment

ADVANCE SHIPMENTS WILL BE RECEIVED FROM JULY 23-AUGUST 17, 2018. LATE FEES WILL APPLY AFTER AUGUST 17, 2018.

To: _____
EXHIBITOR NAME

C/O: AMERICAN EXPO
1341 NORTH MARKET BLVD, STE 300
SACRAMENTO, CA 95834



Event: CA CRAFT BEER SUMMIT 18
american exposition services

Booth #: _____

Piece #: _____ of: _____ Pieces

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Piece #: _____ of: _____ Pieces

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Direct Shipment

DIRECT SHIPMENTS WILL BE RECEIVED DURING EXHIBITOR MOVE-IN HOURS ONLY. OFF TARGET SHIPMENTS ARE SUBJECT TO SURCHARGES.

To: _____
EXHIBITOR NAME

C/O: SACRAMENTO CONVENTION CENTER
American Expo
1401 K Street
Sacramento, CA 95814



Event: CA CRAFT BEER SUMMIT 18 american exposition services

Booth #: _____

Piece #: _____ of: _____ Pieces

Direct Shipment

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To: _____
EXHIBITOR NAME

C/O: SACRAMENTO CONVENTION CENTER
American Expo
1401 K Street
Sacramento, CA 95814



Event: CA CRAFT BEER SUMMIT 18 american exposition services

Booth #: _____

Piece #: _____ of: _____ Pieces