



## MATERIAL HANDLING Q & A

### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pickup area to its destination and the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials. It is included in the material handling/drayage fee.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100lbs.

### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). FB INTERNATIONAL will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule). The warehouse will receive shipments Monday thru Friday, 8:00am - 3:30pm, excluding holidays. Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. Crates, cartons, skids, fiber-cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

### MATERIAL HANDLING CHARGES

#### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

#### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100lbs. For example: 285lbs. = 300 lbs. / 100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### CRATED~UNCRATED~SPECIAL HANDLING

#### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

#### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or un-skidded without proper lifting bars and/or hooks.

#### What Is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or un-tarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the re-handling of materials.

#### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization form.

### LIABILITY INSURANCE

#### What is and why would I need liability Insurance?

Accidents happen; therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

#### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual). Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse. All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000lbs. Or

### OUTBOUND SHIPMENTS

You must complete an FB INTERNATIONAL Bill of Lading (BOL) for all outbound shipments. Please come to the FB International Service Desk the last day of the show to settle your account and pick up a BOL. Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to the Exhibitor Service Desk. If you have questions on how to complete your bill of lading, please ask an FB INTERNATIONAL exhibitor service representative located at the exhibitor service desk. If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, FB INTERNATIONAL will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).