



## Important Advance Warehouse Information

**Please note: There are NO DIRECT DELIVERIES to the venue.**

All shipments must be either sent to the Advance Warehouse for transfer to the venue, or you will be required to walk all your booth stand and equipment into the venue manually.

### Freight Services

We can handle freight originating anywhere within the United States or Internationally. We will take care of it from origin to your booth and back again, including all drayage services. For International shipments we have an office in the UK and a network of world-wide partners that can look after you. Please let us know how we can help.

### Advance Warehouse

If you wish to use your own courier or shipper, please ensure that you ship to the advance warehouse.

- Freight can arrive between April 1st – May 1st, 2023. Monday – Friday from 8:00am to 4.00pm.
- Shipments arriving before or after that deadline are subject to surcharge.
- Our labels **MUST** be used on every pallet, package or carton received, and can be requested via our on-line order form.
- Inbound rates (without early/late surcharge) are \$180.00 per 100 Lbs. CWT with a 150 Lbs. minimum of \$375.00
- Small package – max weight is 30 Lbs. per shipment of \$120.00
- Small package rates apply to a shipment of multiple pieces with a combined weight not to exceed 30 Lbs. received on the same day, from the same shipper and delivered by the same carrier.
- Surcharge for delivery before or after warehouse deadline in addition to above rates of 30%

### Drayage

We will deliver all items that are received correctly labelled at the advance warehouse to your booth using the rates above. Empty packaging will also be stored during the event and returned after.

### Outbound freight

We can coordinate deliveries back to the advance warehouse for your carrier to pick-up. The rates above apply again for outbound shipments. The warehouse will hold them for 7 days after pick-up from your booth without charge. We can handle any return or onward shipping whether domestically or internationally.

Freight not picked up from the venue by 8pm on May 11th will be forced back to the warehouse and warehouse rates will apply