

Shipping and Drayage Information 2011

Freeman Decorating Company is the exclusive drayage company for CIROBE 2011.

All freight for CIROBE must be shipped to Freeman Decorating Company's warehouse.

SHIPPING RULES:

Do not send your boxed, skidded or crated material to the Hilton Chicago for holding. Please be aware that *the Hilton Chicago will turn away any freight sent in advance of this event*. Freeman Decorating Company will accept boxed, skidded or crated material up to 30 days in advance of convention set up (September 26). **These materials should be shipped to arrive at Freeman's warehouse no later than October 19, 2011**, or an additional fee will be assessed.

Please review the Freeman Decorating Company "Limits of Liability and Responsibility for Material Handling Services" form and the "Union Regulation Guidelines" also included in this mailing.

DRAYAGE CHARGE & SERVICES:

Material handling service charge (drayage), round-trip to and from booth:

\$64.40 per hundred weight, two hundred pound minimum (\$128.80) per shipment, if received by October 19, 2011. For shipments arriving after October 19, please see the Shipping Rate Chart in this section.

Basic material handling service includes:

- Labor and equipment to unload shipment.
- Storage up to 30 days in advance.
- Delivery to booth prior to exhibitor installation.
- Handle any empty containers to/from storage.
- Removal from booth to dock for reloading onto outbound carriers.

Small package rate (30 lbs or under per shipment):

Each carton: **\$40.50**, deadline is October 19.

A small package shipment is a shipment totalling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper, and delivered by the same carrier. (Small packages received after October 19 will be \$57.05 per carton)

TIPS FOR SHIPPING & DRAYAGE:

DO: Send one large shipment rather than several smaller shipments as there is a \$128.80 per shipment minimum charge.

Call the Freeman warehouse at (773) 473-7080 before you leave for Chicago to make sure your shipments have arrived.

Ship last minute packages to the Freeman warehouse to avoid extra delays and expenses.

Any late shipments sent directly to the Hilton, even on the day of the event, will be passed along to Freeman, and you will be assessed additional drayage charges.

PLEASE BE AWARE THAT UPS MAY NOT DELIVER MULTIPLE BOX SHIPMENTS ON THE SAME DAY, THUS YOU MAY INCUR EXTRA FREEMAN CHARGES. YOU MAY WANT TO CONSIDER SHRINK-WRAPPING OR SKIDDING EVEN A SMALL SHIPMENT TO AVOID MULTIPLE MINIMUM HANDLING CHARGES.

DO NOT: Ship to the Hilton as they will pass your packages along to Freeman, resulting in additional charges and delays.

LABELS & FORMS

Your shipments should be labeled as follows:

Exhibitor (company) Name
Booth # _____ & (Your) Exhibit Hall, Group 2
Hold for: CIROBE Oct 28-29, Hilton Chicago
c/o Freeman Decorating Company
2500 W. 35th St.
Chicago, IL 60632

All exhibitors shipping materials must return both the Material Handling Service and Rates form and the Method of Payment form included in this packet to Freeman Decorating Company.

REMEMBER: TEAMSTERS HANDLE ALL FREIGHT INSIDE THE EXHIBIT HALL. THEY UNLOAD ALL TRUCKS OR VEHICLES, DELIVER THE MATERIAL TO YOUR BOOTH, AND REMOVE AND RELOAD MATERIAL AT THE CLOSE OF THE SHOW. SMALL ITEMS WHICH CAN BE EASILY CARRIED BY ONE PERSON, IN ONE TRIP, WITHOUT THE AID OF FLAT TRUCKS, DOLLIES, ETC., MAY BE BROUGHT IN THROUGH THE FRONT ENTRANCE OF THE HALL. **DOLLIES, CARTS, AND HOTEL BELLHOPS ARE NOT ALLOWED ON THE EXHIBIT HALL FLOOR DURING SET UP BUT ARE PERMITTED DURING BREAKDOWN.**