

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, The Expo Group's 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 per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

- **Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no additional handling required.**
- **Additional Handling:** Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express (FedEx), UPS, USPS and DHL** are included in this category due to their delivery procedures.
- **What about carpet/pad only shipments?** Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.
- **What is a Small Package?** (25lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**
- **What is a Cartage Company?** Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.
- **What is Ground Loading/Unloading?** Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.
- **What is Constricted Space Loading/Unloading?** Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.
- **What is Designated Piece Loading/Unloading?** Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
- **What is Alternate Delivery Location?** Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).
- **What are Stacked Shipments?** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.
- **What are Multiple Shipments?** Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.
- **What are mixed shipments?** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.
- **What does it mean if I have No Documentation?** Shipments arrive from a small package carrier (including, among others, Federal Express [FedEx] and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.
- **What is Inbound?** Shipments being sent to a warehouse for advance receiving or to show site.
- **What is Outbound?** Shipments leaving show site and being sent to another destination.
- **What is Off Target?** Used when there is a specific date and time that an exhibitor must move in by and is missed.
- **What is a Marshalling Yard Fee?** A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.
- **What is Overnight Parking Fee?** There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**
- **What are Shipments Returned to Warehouse?** Shipments returned to the warehouse at close of show will be charged an additional fee of \$120.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

**Discount Deadline:
February 24, 2020**

You will receive a 10% credit on Material Handling rates. Credit will be applied to the balance of this service after the final audit of the show.

- **Prepay Material Handling by the Discount Deadline.**
- **Ship your freight round trip on one of the official show carriers.**

TIPS TO HELP YOU SAVE MONEY ON MATERIAL HANDLING

1. You will receive a 10% credit on Material Handling if you prepay for this service by Discount Deadline date and ship your freight roundtrip on one of the official show carriers. This rebate will be applied after the final audit of the show.
2. Advanced warehouse shipments will be accepted starting on February 24, 2020. Anything arriving before that date will be subject to a surcharge.
3. **Materials received from March 11, 2020 to March 20, 2020 will be subject to an additional surcharge.**
4. Wait to have any packages less than 25lbs. delivered until show days to ensure the Small Package rate.
5. Ship prepaid - collect shipments will not be accepted at either the advance warehouse or show site.
6. Please be sure to obtain and complete a The Expo Group Material Handling Agreement (MHA) prior to leaving the show floor. Material Handling Agreements will be made available at The Expo Group Service Center on the final show day. Return the completed MHA with any additional outbound information to The Expo Group Service Center before you leave the show floor.
7. Should you choose to use a carrier other than the official show carriers, please be certain to contact them with any necessary pick-up information. **The Expo Group is not responsible for contacting outside carriers for pick-ups.**
8. **PLEASE NOTE: CARRIERS SUCH AS FedEx AND UPS SOMETIMES DO NOT COME ONTO THE SHOW FLOOR. EXHIBITORS WISHING TO USE THESE CARRIERS MAY HAVE TO MAKE SEPARATE ARRANGEMENTS.**
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. **Each shipment is considered as one delivery based on date/time of delivery and distinct point of origin. Materials arriving on separate days or from separate points of origin count as different shipments.** Remember, there is a 200 pound (2 CWT) minimum for each shipment. See the example below.

THE EXPENSIVE WAY

Date Received	Point of Origin	Actual Weight	Minimum Charge	Rate per CWT	Total Cost	NOTES
8/16/2019	Nashville	50 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	
8/16/2019	Dallas	50 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	Different Point of Origin
8/17/2019	Nashville	100 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	Different Date Received
		200 lbs. total			\$480.00	

THE COST-EFFECTIVE WAY

Date Received	Point of Origin	Actual Weight	Minimum Charge	Rate per CWT	Total Cost	NOTES
8/16/2019	Nashville	200 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	Items from Dallas shipped to Nashville and consolidated into one shipment!
		200 lbs. total			\$160.00	A \$320.00 savings!

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Fort Worth, TX

Discount Deadline:
February 24, 2020

You will receive a 10% credit on the rates listed below if you prepay for this service by Discount Deadline date and ship your freight roundtrip on one of the official show carriers. Credit will be applied to the balance of this service after the final audit of the show.

FOR DEFINITIONS, PLEASE SEE 15c

STRAIGHT TIME: Monday - Friday, 8:00 am - 4:30 pm
OVERTIME: All other times
WAREHOUSE HOURS: Monday - Friday, 9:00 am - 3:00 pm

Please note the following:

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of show site on overtime due to scheduling beyond TEG's control.

Rate Classifications:

• Advance Shipments to Warehouse Dates (200lb. minimum) - February 24, 2020 to March 20, 2020

	Price Per CWT	200lb. Minimum
Crated ST	\$ 95.00/ CWT	\$ 190.00
Additional Handling ST	\$123.50/ CWT	\$ 247.00
Carpet and/or Pad Only Shipment ST	\$133.00/ CWT	\$ 266.00
Crated Inbound One Way Overtime	\$122.55/ CWT	\$ 245.10
Additional Handling Inbound One Way Overtime	\$160.55/ CWT	\$ 321.10
Carpet and/or Pad Only Shipment Inbound One Way Overtime	\$170.05/ CWT	\$ 340.10
Crated Outbound Overtime Surcharge	\$ 27.55/ CWT	\$ 55.10
Additional Handling Outbound Overtime Surcharge	\$ 37.05/ CWT	\$ 74.10
Carpet and/or Pad Only Shipment Outbound Overtime Surcharge	\$ 37.05/ CWT	\$ 74.10

Uncrated shipments will NOT be accepted at the Advance Warehouse

• Additional Surcharges

Early Shipments to Warehouse *(before February 24, 2020)	\$ 28.50/ CWT	\$ 57.00
Warehouse Surcharge received March 11, 2020 to March 20, 2020	\$ 28.50/ CWT	\$ 57.00

• Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: March 25, 2020

Crated ST	\$ 91.00/ CWT	\$ 182.00
Additional Handling ST	\$118.30/ CWT	\$ 236.60
Carpet and/or Pad Only Shipment ST	\$127.40/ CWT	\$ 254.80
Crated Inbound One Way Overtime	\$117.39/ CWT	\$ 234.78
Additional Handling One Way Overtime	\$153.79/ CWT	\$ 307.58
Carpet and/or Pad Only Shipment One Way Overtime	\$162.89/ CWT	\$ 325.78
Crated Outbound Overtime Surcharge	\$ 26.39/ CWT	\$ 52.78
Additional Handling Outbound Overtime Surcharge	\$ 35.49/ CWT	\$ 70.98
Carpet and/or Pad Only Shipment Outbound Overtime Surcharge	\$ 35.49/ CWT	\$ 70.98
Small Packages - ST *direct shipments only (25lb. maximum)	\$ 45.00/ piece	
Small Packages - OT *direct shipments only (25lb. maximum)	\$ 67.50/ piece	
Hand carry empty storage fee	\$ 50.00/ container	

• Additional Surcharges

Off-Target Fee *	\$ 28.50/ CWT	\$ 57.00
Late to Warehouse delivery fee *after March 20, 2020. Delivered to Show Site	\$28.50/ CWT + \$75.00	

* In addition to above charges.

<u>Number of CWT's (100lbs.)</u>	x	<u>Applicable Rate</u>	=	<u>Amount</u>
_____	x	_____	=	_____
_____	x	_____	=	_____
			Total	_____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

Please advise The Expo Group of any Large Equipment you will be bringing to the show.

Machinery
 Recap

Describe Mobile Display or Equipment	L x W x H	Weight	Does it Require any Special Towing Device	
			Yes	No
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Indicate the total number of trucks in each category that you will need for

- _____ Van Line
- _____ Common Carrier
- _____ Flatbed
- _____ Company Truck

If you checked yes in the column above, please use the below to describe the special towing equipment

What date and time are you scheduling your machinery equipment to arrive to site? _____

Exhibiting Company: _____

Booth Number: _____

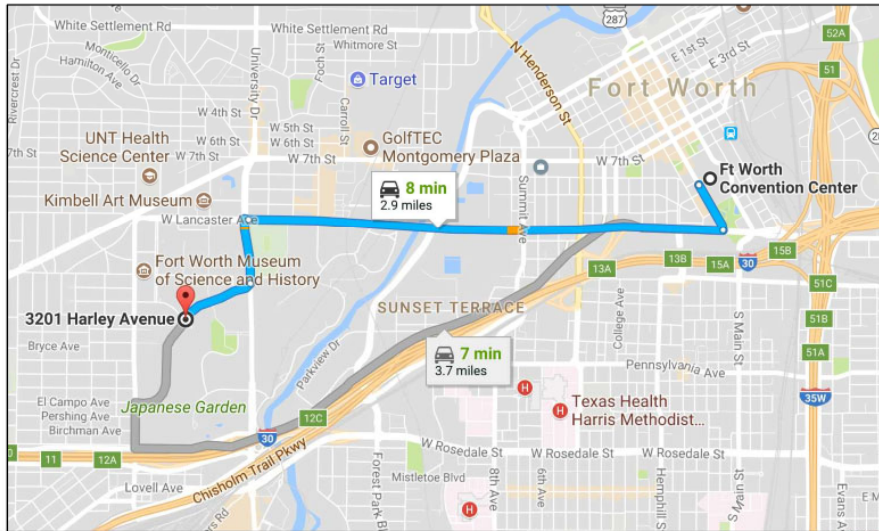
Print Name: _____

Date: _____

Authorizer's Signature: _____

Move-In Plan: Trailer Parking

- Will Rogers Memorial Center: trailers only, no vehicle parking



March 26 - 27, 2020

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Exhibitor must order Accessible Storage at The Expo Group Service Desk onsite.

Accessible Storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally, these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my items stored? Our on-site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$105.00.

Storage Fee Based upon square footage required for storage.

Table with 2 columns: Square Footage Range and Price per Day. Rows include: Up to 25 square feet (\$105.00), 26 to 50 square feet (\$155.00), 51 to 100 square feet (\$205.00), 101 to 150 square feet (\$255.00), 151 to 200 square feet (\$305.00).

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment stated above. Exhibitors may also use two-wheeled dollies. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 250lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ONE WAY CART SERVICE - \$ 75.00 x _____ = _____ (subtotal)
 (number of cart loads)

ROUND TRIP CART SERVICE - \$150.00 x _____ = _____ (subtotal)
 (number of cart loads)

Hand Carry/POV

Exhibitors may hand carry their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.



Sedan



Van



Sports Utility Vehicle



Pickup

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the Material Handling form for rates.

What do I Need to do to Ship to the Warehouse?

Be sure delivery takes place within the time frame specified (see Shipping Information form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship 'Pre-Paid.' 'Collect' charges will not be accepted at either destination (Warehouse or Direct to show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the Exhibitor Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at Exhibitor Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitors' freight shipments.

All shipments must be 'prepaid.' Shipments should be made on straight Bills of Lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of Bills of Lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at the Exhibitor Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or showsite which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to ensure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket. Please have driver present this weight ticket upon checking in to be unloaded.
If you are using a privately owned vehicle (POV), or rental van, this does not apply.

Where certified weight tickets are not provided, receiver's estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

Advance Shipments to Warehouse	Direct Shipments to Show Site
<p>Advance Shipments Deadline Date: March 20, 2020</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: 2020 Cattle Raisers Convention & Expo</p>	<p>First Day of Direct Shipments: March 25, 2020</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: 2020 Cattle Raisers Convention & Expo</p>
<p>c/o The Expo Group YRC Freight 12340 E. Northwest Hwy. Dallas, TX 75228</p>	<p>c/o The Expo Group Fort Worth Convention Center - Halls A-F 1201 Houston St. Fort Worth, TX 76102</p>
<p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> February 24, 2020 to March 20, 2020. Any shipment arriving prior to February 24, 2020 will be charged an additional fee (see Material Handling Rates). Any shipment received from March 11, 2020 to March 20, 2020 will be subject to a surcharge (please refer to Material Handling Rates for these fees). 	<p>• Receiving Information</p> <p>Direct shipments will be accepted from:</p> <ul style="list-style-type: none"> March 25, 2020 beginning at 7:00 am to March 27, 2020. Unfortunately, early shipments cannot be accepted.

**EACH EXHIBITOR MUST COMPLETE A MATERIAL HANDLING AGREEMENT IF
FREIGHT IS BEING SHIPPED OUT AT THE CLOSE OF THE SHOW.**

REQUIRED FORM

Complete this form to request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

- Please complete one form *per outbound shipment*.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- **Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!**

Exhibiting Company: _____ Booth Number: _____
Onsite Contact Name: _____ Cell Number: _____
Date: _____

Ship To: Company Name: _____
Attention: _____
Address: _____
City, State, Zip: _____ Phone: _____

Carrier: Official Show Carriers:

YRC Freight

Other Carriers:

Other Ground Carrier: _____

Other Air Carrier: _____

Next Day 2nd Day Deferred

Payment Terms: Transportation charges guaranteed by Exhibiting Company.

Please complete to indicate otherwise:

Company/Exhibitor: _____

Attention: _____

Address: _____

City, State, Zip: _____ Phone: _____

Labels: Number of Shipping Labels Required: _____

The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.

THE EXPO GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC Freight

12340 E. Northwest Hwy.

Dallas, TX 75228

Name of Convention:

2020 Cattle Raisers Convention and Expo

Must Arrive by March 20, 2020

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse from March 11, 2020 to March 20, 2020 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments

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THE EXPO GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Fort Worth Convention Center - Halls A-F
c/o The Expo Group
1201 Houston St.
Fort Worth, TX 76102

Name of Convention:

2020 Cattle Raisers Convention and Expo

Do Not Deliver Prior to March 25, 2020

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Fort Worth Convention Center - Halls A-F
c/o The Expo Group
1201 Houston St.
Fort Worth, TX 76102

Name of Convention:

2020 Cattle Raisers Convention and Expo

Do Not Deliver Prior to March 25, 2020

Carrier: _____ # Pieces: _____

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To assist you in planning your participation in this convention, we're certain you will appreciate knowing in advance that Union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

Exhibit Installation & Dismantling

Currently, we have an agreement with the local Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show site at the Service Desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

Material Handling

Exhibitors may hand-carry their own materials into the exhibit facility or use two-wheeled and two-wheeled convertible to four-wheel dollies. The use or rental of flat trucks and other mechanical equipment, however, is not permitted. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by The Expo Group.

Tipping

The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a representative of The Expo Group at the Service Desk, or correspondence may be directed to the attention of the General Manager at our Irving address.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Project Manager at The Expo Group. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the Service Center and discuss it with the person in charge.

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

			Advance Price	Standard Price
Exhibitor Supervised Labor	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$ 84.00/ Hour	\$120.00/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays	\$126.00/ Hour	\$180.00/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Installation Labor Subtotal _____

Dismantle Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Want to Save Time and Money?

Select The Expo Group to supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Company Contact	Name of Company Representative to call for questions and to confirm completion of booth set-up: Name: _____	
	Phone Number: () _____ - () _____ - _____ (Office) (Cell)	
	Special Equipment Request: _____	

			Advance Price	Standard Price
TEG Supervised Labor	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$128.00/ Hour	\$183.00/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays	\$192.00/ Hour	\$274.50/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Installation Labor Subtotal _____
	Dismantle Labor Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information	Carrier: _____ Phone: () - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Set-Up Information	Company Representative to call for questions and confirm completion of booth set-up.
	Name: _____ Phone Number: () - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from The Expo Group
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately	

Outbound Shipping Information	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination.
	Ship To: _____ _____
	Telephone: () - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Phone Number: () - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____ _____
	Telephone: () - _____
NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: () - _____	

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

			Advance Price	Standard Price
5,000lb. Fork & Operator	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$175.00/ Hour	\$250.00/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays	\$262.50/ Hour	\$375.00/ Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done:

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ X _____ X _____ Height to be placed: _____

Please indicate work to be performed: _____

Uncrating Unskidding Reskidding on Machinery Header/Booth Work Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: () _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Task of Forklift & Crew (Install Header, Spot Machinery, etc.):	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

		Advance Price	Standard Price
High Lift and Crew	Straight Time Monday - Friday, 8:00 am - 4:30 pm	\$425.00/ Hour	\$607.25/ Hour
	Overtime Monday - Friday, 4:30 pm - 8:00 am	\$637.50/ Hour	\$910.75/Hour
	All Day Saturday, Sunday and Holidays		

- A minimum charge per sign of four hours per crew/laborer, including two hours for installation and two hours for dismantle, will apply to all booths requiring labor. Dismantle will automatically be applied to your invoice.

Please note that assembly is not included. For safety reasons, it is required that Union labor must be used for the assembly of suspended signs. To order labor to assemble your sign, please see form 21a or 21b.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- All Suspended Sign orders must be submitted with payment and completed paperwork no later than 14-days prior to the first day of Exhibitor move-in.
- A minimum charge per sign of four hours per crew/laborer, including two hours for installation and two hours for dismantle, will apply to all booths requiring labor. Dismantle will automatically be applied to your invoice.
- Materials necessary to install signs will be billed accordingly.
- Additional charges will be calculated based on the information below as well as number of rigging points. All Suspended Signs MUST be shipped to The Expo Group advance warehouse. Please use the enclosed Suspended Sign shipping labels. If shipping direct to show site, exhibitor is subject to additional charges of a minimum of 4 hours of labor.
- Supervision of the hanging of your sign must be done by The Expo Group. If exhibitor requests a specific set-up/dismantle time, a charge of a minimum of 4 labor hours will be assessed.
- No credits will be issued on services installed as ordered even though not used. Cancellation(s) must be received prior to requested date of service (2 days prior to exhibitor move-in) to avoid up to a 25% cancellation fee.
- All overhead suspended signs or banners are subject to approval and must conform to show management and facility regulations. The Expo Group reserves the right to refuse to hang sign which is deemed unsafe.
- Set-up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready to use.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical form included in this manual.
- Signs requiring assembly, installation, and dismantling of support devices or hoisting cable will be done on a time-and-materials basis. All labor to assemble and disassemble is at the exhibitor's expense, and will be charged at TEG's labor rates. Hanging is a separate charge. Suspended Sign disassembly is mandatory.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Please complete the following required form to provide additional information.

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

Signage Specifications

Must Be Completed

- A. Type of Sign: Metal or Wood Cloth Banner Other _____
- B. Size of Sign: Height _____ Length _____ Width _____ Weight _____
- C. Shape of Sign: Square Circle Rectangle Triangle Other _____
- D. Number of feet from floor to bottom of sign: _____
- E. How many signs all together? _____
- F. Electrical Yes No
If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"
- G. Hanging Sign material is fire proof? Yes No
- H. Does your sign require assembly? Yes No
If yes, please contact your Customer Account Manager (CAM)

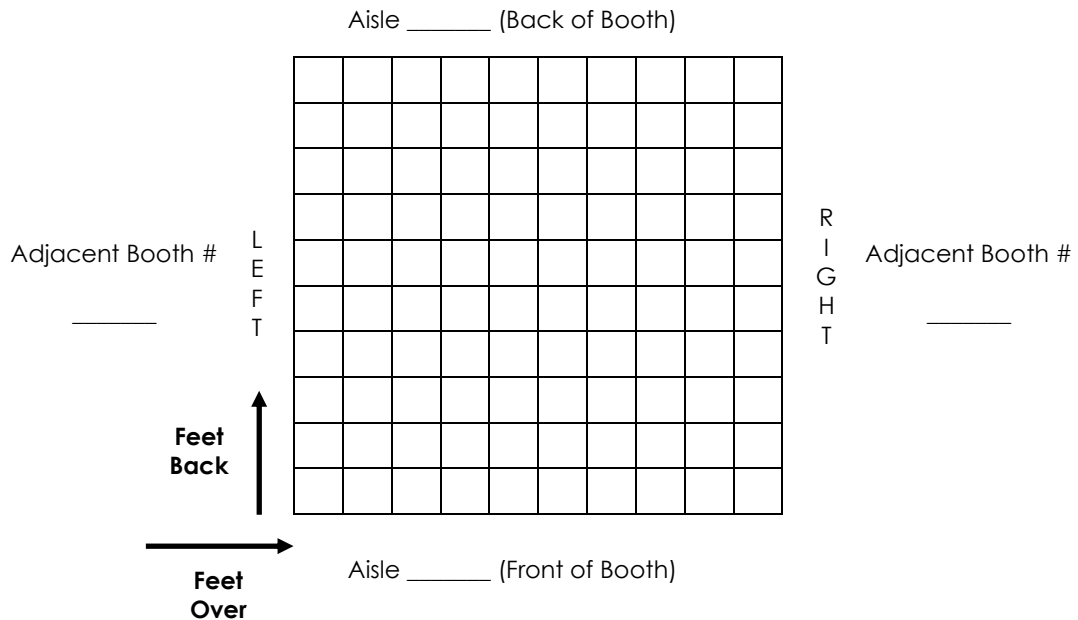
Exhibitor Show Site Contact (available for logistical questions)

Name: _____ Cell: (____) _____ - _____

Signage Location

Must Be Completed

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths.



Inbound Shipping Information

Carrier: _____ Phone: (____) _____ - _____
Date to Arrive at Warehouse: _____

Outbound Shipping Information

Ship To: _____

Carrier: _____ Phone: (____) _____ - _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____ Date: _____
Authorizer's Signature: _____

THE EXPO GROUP

Warehouse Shipments

SUSPENDED SIGN

To: _____

(Exhibitor)

(Booth Number)

c/o The Expo Group

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12340 E. Northwest Hwy.

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