

# MATERIAL HANDLING ORDER FORM

*\* Note Deadline Dates & Times*

## E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767  
 909-624-1697 FAX: 909-626-6589  
 email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**MATERIAL HANDLING RATES – ROUNDTrip RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.**

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$75.00 per cwt
<b>Personally Owned Vehicles</b> (Station wagons, regular size 4 x 4, mini vans)	Showsite	\$75.00 per load
<b>Small Packages (UPS / FED EX)</b> Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. <b>Max weight per shipment is 25 lbs</b>	Advance Warehouse Showsite	\$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.
- Mobile Equipment In & Out of Convention Facility @ \$50.00 each way
- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of \$12.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

### SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth #  C/O E Z Expo Services 440 E. Bonita Avenue Pomona CA, 91767  <b>ARRIVAL DATES:</b> 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted:	Your Company Name Booth #  Fairplex C/O E Z Expo Services 1101 W. McKinley Avenue Pomona, CA. 91768  <b>ARRIVAL DATES:</b> Day(s) accepted: January 13 <sup>th</sup> 8am - 4pm

**ESTIMATED CHARGES FOR MATERIAL HANDLING:**

\_\_\_\_\_ LBS. x \_\_\_\_\_ PER CWT = \$ \_\_\_\_\_

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

**Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms.**

## ***MATERIAL AUTHORIZATION FORM***

### **E Z EXPO SERVICES**

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email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.
  - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
  - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

Please Print

## **MATERIAL HANDLING INFORMATION SHEET**

### **E Z EXPO SERVICES**

440 E. BONITA AVE. POMONA CA 91767

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email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

**WEIGHT CERTIFICATES:** If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

### **LIMITS OF LIABILITIES**

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

E Z Expo 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.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). **NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.** To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.