



P.O. Box 6215  
St. Cloud, MN 56302-6215

Phone (320) 253-4050  
Fax (320) 253-3324

## **DRAYAGE INFORMATION AND SHIPPING INSTRUCTIONS**

### **GENERAL INFORMATION**

A & N Convention Services has been designated as the official drayage contractor for your upcoming convention. The drayage contractor is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling of exhibit material in and out of the show, it is suggested that even local exhibitors clear all movement of exhibit material through A & N Convention Services. We are prepared to handle all your needs on a coordinated schedule. It is requested that exhibitors cooperate in avoiding congestion and follow the recommendation that all shipments be handled through the drayage contractor.

### **SHIPPING INSTRUCTIONS**

All shipments by whatever means of transportation, **MUST BE PREPAID**. Collect shipments will not be accepted. Shipments should arrive *no later than one week prior* to the show installation. Consign all shipments as follows:

**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** **ITEM Fall Conference #3531**  
**C/O:** **A & N Convention Services**  
1816 West St. Germain Street  
St. Cloud, MN 56301

*(The exhibition hall has no room for receiving or storing shipments prior to the show installation or the care of empty containers during the show .)*

### **LIMITS OF LIABILITY**

All shipments should be insured by the exhibitor from the time they leave the exhibitor's firm until they are returned from the show. After exhibits or materials are placed in the booth, A & N Convention Services will not be responsible for condition, count or content. A & N Convention Services will not be responsible for damage to uncrated and/or unskidded exhibit material nor for any concealed damage. All exhibits or exhibit materials handled by A & N Convention Services are insured at a value not to exceed thirty cents (.30) per pound and not to exceed a maximum of one hundred fifty dollars (\$150.00) per claim. A & N Convention Services cannot be responsible for goods or materials stored with empty containers.

### **OUTBOUND SHIPPING**

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bills of lading will be available at the Service Desk. We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipments when removed from the exhibit hall. Where carriers fail to pickup or refuse to accept shipments, A & N Convention Services reserves the right to re-route such shipments. Where no disposition is provided, materials will be returned to A & N Convention Services pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.



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## FREIGHT RATE SCHEDULE

### DRAYAGE RATES

The following services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight.

### ADVANCE SHIPMENTS

Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up date and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.

### DIRECT SHIPMENTS

Shipments of common freight and crated exhibits will be received at Exhibit Hall, during installation period only, from outside carriers or owner's vehicle, unloaded and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.

### OVERTIME ON ABOVE RATES

All hours on weekdays prior to 8:00 AM and after 4:30 PM, all Saturdays, Sundays, and Holidays - add to above rates an additional \$ 4.50 CWT to cover the cost of overtime.

### UNCRATED OR PADDED VAN SHIPMENTS

Above rates apply to handling of crated shipments and common freight. For uncrated, padded van or specialized equipment - add \$ 5.00 CWT to above rates to cover additional handling time.

PER CWT. (100 lbs.)  
MINIMUM 200 LBS. PER SHIPMENT

PER CWT.

MINIMUM CHARGE

\$ 30.00

\$ 60.00

\$ 27.50

\$ 55.00

\$ 7.50

\$ 15.00

\$ 7.50

\$ 15.00

### ADDITIONAL SERVICES

All per cwt. rates quoted in the foregoing do not include uncrating, unskidding, dismantling, crating, skidding, local pickup and delivery, special trips or special handling due to excessive weight or size. For such services, the following rates will apply.

### MATERIAL HANDLER

PER HOUR  
1 HOUR MINIMUM

STANDARD

OVERTIME

\$ 50.00

\$ 65.00

### FORKLIFT WITH OPERATOR (2,300 lb. capacity)

Prevailing Rates

### LOCAL PICKUP

Prevailing Rates

For shipping instructions, refer to next page.

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