



# RPM CompleteXPO Services

Meeting The Needs of Today's Events!

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714  
Phone 407-786-EXPO (3976) • Fax 407-786-3977  
E-Mail: info@completexpo.com



October 28<sup>th</sup>-29<sup>th</sup>, 2009  
Baltimore Convention Center  
Baltimore, Maryland

## Material Handling Rate Schedule

RPM CompleteXPO Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

★★★ Ship with RPM Logistics to receive a 10% Savings on Material Handling ★★★

To set up your savings with RPM Logistics, please call 407-786-3976, or complete the RPM Logistics Material Handling & Shipping Form included in this exhibitor services manual and fax it to 407-786-3977, or email us at info@completexpo.com. RPM Logistics Savings Rates do not apply to shipments that are considered Small Package or Local shipments.

— Round Trip shipping is required to qualify for RPM Logistics Savings Rates —

### MATERIAL HANDLING RATES

#### 200 LB Minimum

Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials		Uncrated and/or Loose Shipments	
	STANDARD RATES	RPM LOGISTICS SAVINGS RATES	STANDARD RATES	RPM LOGISTICS SAVING RATES
<b>WAREHOUSE ADVANCE RECEIVING</b>	<b>ST Rate: \$ 74.00/cwt.</b> Receive crated materials only at our warehouse 30 days prior to show.	<b>ST Rate: \$ 66.60/cwt.</b> Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site	
<b>DIRECT SHIPMENT TO SHOW SITE</b>	<b>ST Rate: \$ 70.00/cwt.</b> Receive crated materials at show site on move-in dates only.	<b>ST Rate: \$ 63.00/cwt.</b> Receive crated materials at show site on move-in dates only.	<b>ST Rate: \$ 74.00/cwt.</b> Receive uncrated and loose materials at show site on move-in dates only.	N/A
<b>OVERTIME RATE</b>	<b>Add 25% if handled in OR out on overtime. • Add 50% if handled in AND out on overtime.</b> All shipments handled on Saturday, Sunday, Holidays and before 8:00 am or checked in after 3:30 pm on weekdays will be subject to overtime surcharges.			

**RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING (INCLUDING NON-SKIDDED, UNCRATED AND/OR LOOSE SHIPMENTS) RECEIVED AT THE EXHIBIT SITE** will be subject to a 25% surcharge in addition to the above show site rates. This applies to all trucks, due to the height of the truck bed, which cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment and the bill-of-lading does not identify the various classifications, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPM CompleteXPO Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPM CompleteXPO Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPM CompleteXPO Services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPM CompleteXPO Services.



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## Material Handling Order Form

Return Deadline: **October 9, 2009**

Shipments consigned to the WAREHOUSE must arrive NOT LATER THAN FRIDAY, October 23rd, 2009

Shipments consigned to the SHOW SITE should arrive NOT EARLIER THAN MONDAY, October 26th, 2009

### WHERE TO SHIP:

#### Shipments consigned to WAREHOUSE:

RPM CompleteXPO Services /  
NeoCon East 2009  
c/o YRCW  
5101 Washington Blvd.  
Baltimore, MD 21227

Contact: George Bartlett  
Phone 301-573-7583

#### Shipments consigned to SHOW SITE:

**NeoCon East 2009**  
c/o RPM CompleteXPO Services  
Baltimore Convention Center  
Halls C, D, E, F, G & Swing,  
One West Pratt Street  
Baltimore, MD 21201

- The Show Name, Your Company Name and Booth Number **MUST** be referenced on all shipments.

## AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPM CompleteXPO Services to handle our shipment(s) in accordance with the information above and, have read this order and agreed to the terms and provisions. We agree that RPM CompleteXPO Services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPM CompleteXPO Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPM CompleteXPO Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPM CompleteXPO Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPM CompleteXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPM CompleteXPO shall be pursued independently as a separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT	ST RPM Logistics Savings Rate Per CWT	ST Charges	OT Charges (add 25% each way)	Estimated Amount
Warehouse Advance Receiving-Crated			\$ 74.00	\$ 66.60	\$	\$	\$
Direct Shipment to Show Site-Crated			\$ 70.00	\$ 63.00	\$	\$	\$
Direct Shipment to Show Site-Uncrated			\$ 74.00	N/A	\$	\$	\$

**NOTE: 200 LB MINIMUM PER SHIPMENT**

**TOTAL AMOUNT → \$**

Description: \_\_\_\_\_

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: