

5931 Campus Circle Drive West, Irving, Texas 75063  
Phone: 972.580.9000  
Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
Order Services online at [theexpogroup.com](http://theexpogroup.com)

Miami Beach Convention Center  
Miami Beach, FL  
June 6-7, 2023

## WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 30 days of advance storage at the advance warehouse address, delivery to your plinth, handling of empty containers to and from storage, and removal of your materials from your plinth for reloading onto your outbound carrier. There are two options for shipping your advance freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight. **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the plinth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the plinth prior to exhibitor set up.

## HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight. **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the plinth without guarantee of piece count or condition.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused or returned to the delivery carrier.
- To ensure that your freight does not arrive Collect, mark your bill of lading "Prepaid."
  - ◊ "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, plinth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

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## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.

- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at The Expo Group's on-site Service Center.
- Once your container is completely empty, fill out and place a label on each container. Our team will pick up labeled empty containers periodically to be placed in non-accessible storage during the event.
- At the close of the event, empty containers are returned to plinths in random order. Depending on the size of the event, this process may take several hours.

## ARE MY MATERIALS PROTECTED AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Refer to The Expo Group's Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.

Consistent with trade show industry practices, there may be a period between the delivery of your shipment(s) to your plinth and your arrival. This is also true at the end of the show during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at [www.theexpogroup.com](http://www.theexpogroup.com).

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

A completed Material Handling Agreement (MHA) **is required for each shipment being shipped out from the show.**  
**All pieces must be labeled individually.**

- Save time by completing the Outbound Material Handling Agreement form online and in advance or, you may contact The Expo Group's Service Center once on-site for assistance with shipping documents.
- Once received, we will create your Material Handling Agreement and shipping labels if requested. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your plinth on-site. Otherwise, the Material Handling Agreement and labels will be available for pick up at The Expo Group's on-site service center.

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- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be submitted to The Expo Group's service center. A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to The Expo Group service center and done so before the exhibitor move out deadline.
- Schedule pick up with your designated carrier. This must be done by the exhibitor or their representative and can be done at any point prior to the carrier check-in deadline noted on the Quick Facts.
- Please refer to the Quick Facts for specific dates, times and address for pick up. **In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on The Expo Group's carrier choice.**
  - ◊ For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

## WHERE DO I GET A FORKLIFT?

- Forklift service to install or dismantle your plinth after materials are delivered may be ordered in advance or on-site. We recommend that you order in advance to avoid additional charges at show site. For fast easy ordering go to [www.theexpogroup.com](http://www.theexpogroup.com), and click "Order Services," then "Lift Equipment and Labor." You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment and labor will be dispatched once a company representative signs the labor order at The Expo Group's Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## OTHER AVAILABLE FREIGHT SERVICES (may not be available in all locations)

For fast easy ordering go to [www.theexpogroup.com](http://www.theexpogroup.com), and click "Order Services." You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site.

- Cranes (Only available by advance request prior to exhibitor move-in.)
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery

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Go to [www.theexpogroup.com](http://www.theexpogroup.com) for fast, easy ordering.

**MATERIAL HANDLING**

Rates

<ul style="list-style-type: none"> <li>Material Handling  <i>This rate applies to shipments sent to either the advance warehouse or direct to show site.</i></li> </ul>	\$1.40/ Pound
Material Handling - Warehouse after the May 26, 2023 deadline <i>This rate applies to shipments arriving to the advance warehouse after May 26, 2023.</i>	\$2.15/ Pound
<ul style="list-style-type: none"> <li>Shipments left on the show floor without a MHA will be rerouted at exhibitor's expense.  <i>A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to The Expo Group service center and done so before the exhibitor move out deadline.</i></li> </ul> Plus Tax: 7%	

**VERY IMPORTANT Shipping Information**

Advance Warehouse

- Avoid delays and wait time on-site and ship to the advance warehouse
- Warehouse receiving begins May 8, 2023
- Warehouse Hours: Monday - Friday, 9:00am-3:00pm (closed May 29, 2023)**
- Advance warehouse address:  
 Exhibiting Company Name / Plinth#  
 Cruise Ship Interiors Expo America 2023  
 C/O The Expo Group / ABF Freight  
 6402 NW 74th Ave  
 Miami, FL 33166
- Please note that The Expo Group Warehouse does not accept uncrated freight such as loose, pad-wrapped materials and/or unskidded machinery equipment, COD or Collect shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5000 pounds or a single piece of freight larger than 108"H x 93" W in dimension.

Direct to Show Site

Show Site receiving begins June 4, 2023

- Show Site address:  
 Exhibiting Company Name / Plinth#  
 Cruise Ship Interiors Expo America 2023  
 C/O The Expo Group / Miami Beach Convention Center - Halls A & B  
 1901 Convention Center Drive  
 Miami Beach, FL 33139

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## INBOUND Driver Check-in Requirements

### A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

#### All Drivers must provide the following details on their Bills Of Lading (BOL):

1. Plinth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets.
6. Net, Gross and Tare Weight

#### Piece count summaries must be broken down into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

#### ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

## OUTBOUND Driver Check-in Requirements

#### All Drivers must present the following information to pick up freight from a show:

1. Plinth Number
  2. Exhibiting Company's Name
  3. Shipment Destination (City and State)
  4. Carrier's (or Broker's) Name
  5. Location or area the vehicle is parked
  6. Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
  - Proceed directly to the Hall A/B loading area after 6:00pm for pick up.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance.

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

Request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment online at [www.theexpogroup.com](http://www.theexpogroup.com). Forms and labels will be delivered to your plinth at show site.

- A separate material handling agreement is required for *each 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 Plinth!**

Exhibiting Company: \_\_\_\_\_ Plinth Number: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

Carrier: **Official Show Carriers:**

ABF Freight  Airways Freight  
 Standard (LTL)  Time Critical  Next Day  2nd Day  Deferred

**Other Carriers:**

Other Ground Carrier: \_\_\_\_\_  
 Other International: \_\_\_\_\_  
 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

**PLINTH MATERIAL**

To:

\_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Plinth Number)

c/o The Expo Group

ABF Freight

6402 NW 74th Ave

Miami, FL 33166

Name of Convention:

**Cruise Ship Interiors Expo America 2023**

**Must Arrive by June 1, 2023**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

**Materials arriving at the warehouse after May 26, 2023  
will be subject to a surcharge.**

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# THE EXPO GROUP

Direct Shipments

## PLINTH MATERIAL

To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_  
(Plinth Number)

Miami Beach Convention Center - Halls A & B  
c/o The Expo Group  
1901 Convention Center Drive  
Miami Beach, FL 33139

Name of Convention:

Cruise Ship Interiors Expo America 2023

Do Not Deliver Prior to June 4, 2023

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_

# THE EXPO GROUP

Direct Shipments

## PLINTH MATERIAL

To: \_\_\_\_\_

(Exhibitor)

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