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Shipping & Receiving/Drayage Policies & Procedures

I. Incoming Boxes:

Exhibitor or other Convention – associated / ancillary guest:

- \$5.00 per box
- \$10.00 per box over 50 lbs.
- \$25.00 per display box, poster, large tube or oversized box
- \$35.00 per display case
- \$75.00 per shrink wrapped pallet (pallets must be self contained & properly sealed)
- \$150.00 per crate over 150 lbs.

II. Storage Charges:

Charges apply to any / all materials received **more than 3 calendar days before** date of guest pickup and **more than 3 calendar days after** guest departure.

- Package - \$5.00 each, per day
- Boxes - \$10.00 each, per day
- Pallet, \$75.00 each, per day

III. Loading / Unloading Charges:

\$35.00 per man-hour or any portion of an hour will apply if Shipping & Receiving is involved in the loading or unloading of materials, either manually or by pallet jack

IV. Outbound Shipping Charges:

Same as incoming charges

V. Miscellaneous:

- Delivery to the Convention Center:

Packages, \$5.00 each

Boxes, \$10.00 each

Pallets cannot be delivered to the convention center. They must be broken down individually.

- Shipping & Receiving **will not be involved** in the set-up or unpacking of shipped items, or with tear down or packing of group materials.
- Hotel associates **will not be involved in the packing of any parcel or item.** Shipping & Receiving will supply packing materials (labels, boxes, tape, popcorn, bubble or shrink-wrap, etc.) at a nominal charge.
- Shipping and Receiving will palletize boxes for either storage or shipment. If boxes are stacked and formed properly, the charge for palletizing the boxes will be \$25.00. If the boxes are loose, and need to be restocked or reformed, the charge for palletizing will be \$50.00. In either case, all boxes need to be packed and sealed by the customer.