



**79th Milwaukee Journal Sentinel Sports Show
WI State Fair Park - Exposition Center, March 6-10, 2019**

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a Bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the BOL will be assigned and approximate weight by Valley. This weight will prevail.

SHIPPING ADDRESS AND RECEIVING DATES

**Advanced
Warehouse
Shipping
Address**

EXHIBITING COMPANY NAME
BOOTH NUMBER
**79TH MILWAUKEE JOURNAL
SENTINEL SPORTS SHOW**
YRC FREIGHT
C/O VALLEY EXPO & DISPLAYS
6880 SOUTH HOWELL AVENUE
OAK CREEK WI 53154

- Use this address and information on your inbound bill of lading if shipping your freight to the advance warehouse
- For your convenience, please use the freight labels provided in this service kit.
- Receiving hours: M - F 7:30AM - 2:30PM
- All shipments must be prepaid: Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

**Advanced
Warehouse
Receiving
Dates**

First day freight will be accepted at advanced location: **2/1/2019**

Last day freight will be accepted: **2/27/2019**

**Direct to
Show Site
Shipping
Address**

EXHIBITING COMPANY NAME
BOOTH NUMBER
**79TH MILWAUKEE JOURNAL SENTINEL
SPORTS SHOW**
WI STATE FAIR PARK - EXPOSITION CENTER
C/O VALLEY EXPO & DISPLAYS
8200 W. GREENFIELD AVE.
WEST ALLIS WI 53214

- Use this address and information on your inbound bill of lading if shipping your freight direct to the show site
- For your convenience, please use the freight labels provided in this service kit.
- All shipments must be prepaid: Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

**Direct to
Show Site
Receiving
Dates and
Times**

Do not send shipments to arrive in advance of 3/4/2019 to the show site.

The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **3/4/2019; *7:00am-7:00pm**

3/5/2019; *7:00am-9:00pm

3/6/2019; *7:00am-10:00am

****Drivers must check in by 1 hour before end time***

Authorization To Provide Freight Handling Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

79TH MILWAUKEE JOURNAL SENTINEL SPORTS SHOW

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
6880 SOUTH HOWELL AVENUE
OAK CREEK WI 53154

Shipment Should Arrive Between:
February 1, 2019 thru February 27, 2019

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

79TH MILWAUKEE JOURNAL SENTINEL SPORTS SHOW

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
6880 SOUTH HOWELL AVENUE
OAK CREEK WI 53154

Shipment Should Arrive Between:
February 1, 2019 thru February 27, 2019

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

79TH MILWAUKEE JOURNAL SENTINEL

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
WI STATE FAIR PARK - EXPOSITION CENTER
8200 W. GREENFIELD AVE
WEST ALLIS WI 53214

Shipment Should Arrive:

March 4, 2019; 7:00am-7:00pm
March 5, 2019; 1:00pm-9:00pm
March 6, 2019; 7:00am-10:00am

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

79TH MILWAUKEE JOURNAL SENTINEL

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
WI STATE FAIR PARK EXPOSITION CENTER
8200 W. GREENFIELD AVE.
WEST ALLIS WI 53214

Shipment Should Arrive:

March 4, 2019; 7:00am-7:00pm
March 5, 2019; 1:00pm-9:00pm
March 6, 2019; 7:00am-10:00am

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier _____



**79th Milwaukee Journal Sentinel Sports Show
WI State Fair Park - Exposition Center, March 6-10, 2019**

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Information

- Freight is accepted **2/1/2019** thru **2/27/2019**.
- To ensure timely arrival of your materials at show site, freight should arrive by **2/27/2019**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- 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.

Advantages

There are several advantages to shipping in advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site. Exceptions may occur.
- Delivery dates and times are more flexible.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two categories of freight:
 - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
 - Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the advance warehouse before or after the deadline dates listed above.

Straight Time : 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays
 (Overtime/Double Time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

	Rate Classifications	Price Per CWT	200lb Minimum
Rates	Crated or Skidded	\$ 74.95	\$ 149.90
	Special Handling	\$ 106.25	\$ 212.50

Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 49.85
Each Additional Carton	\$ 13.55

Additional Surcharges

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

****This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments**

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$13.55			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Information

- Freight will be accepted: **3/4/2019; 7:00am-7:00pm, 3/5/2019; 7:00am-9:00pm, & 3/6/2019; 7:00am-10:00am**
- Do not ship to the facility prior to **3/4/2019**. Early shipments to the show site may be refused
- 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
- Ship pre-paid; collect shipments will be refused
- Freight Questionnaire must be submitted with this form

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are three categories of freight:
 - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
 - Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
 - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates listed above.

Straight Time : 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays
 (Overtime/Double Time will be applied to all freight received at the show site that must be moved into or out of booth during above listed times)

Rates	Rate Classifications	Price Per CWT	200lb Minimum
	Crated or Skidded	\$ 71.25	\$ 142.50
	Special Handling	\$ 83.80	\$ 167.60
	Uncrated	\$ 120.55	\$ 241.10

Small Package A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 49.85
Each Additional Carton	\$ 13.55

Additional Surcharges		
Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT	
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT	
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT	
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT	

****This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments**

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound		Out Bound		N/A
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$13.55			\$
Total Estimated				\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.



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**ALL EXHIBITORS SHIPPING FREIGHT
MUST RETURN THIS FORM**

1. Estimate total number of pieces being shipped:

- _____ Crated
- _____ Uncrated
- _____ Machinery
- _____ Total

2. Indicate total number of trucks in each category that you will use:

- _____ Van Line
- _____ Common Carrier
- _____ Flatbed
- _____ Company Truck
- _____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone _____

5. Print the name of person in charge of your move-in:

Phone _____

6. What is the minimum number of days required to set your displays?

7. What is the weight of the single heaviest piece that must be lifted?

_____ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Exhibiting Company Name: _____

Booth Number(s) _____





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Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.** Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

Tear Down | The show closes at **5:00pm** on **3/10/2019**. Please do not tear down prior to the close of the show.

**Outbound
Pick-Up
Address
&
Carrier
Check In**

- All outbound shipments must be picked up at the show site location.
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

Carrier check in Date and Time: 3/11/2019; 10:00am

**Outbound
Bill of
Lading**

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a bill of lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bill of Ladings are available at the valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

**Outbound
Miscellaneous
Services**

Shrink Wrap \$ 75.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding \$ 1.25 per foot + dismantle labor (please see labor order form for dismantle labor rates)

Labels

Each individual item in your shipment must be clearly labeled. Blank labels are available at the Valley Service Desk.





BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.
COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD

The Show Name **Today's Date**

The booth number you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.

Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping. (ie YRC, FedEx, van line, etc.)

The company name you are exhibiting under. The name of this convention center or exhibit hall, including city and state.

List the name of the carrier you have chosen to ship your freight.

If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.

What does your shipment consist of? Fill in the exact quantities of each "kind of package" be very specific include weights.

Name and address of the party responsible for the freight charges.

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

Check "Collect" if the "Ship To" address and the "Freight charges guaranteed by" addresses are the same. If the addresses are different, then you have involved a third party and the "Prepaid/3rd Party" option should be selected.

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.

A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.

LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.

