



KENTUCKY
INTERNATIONAL
CONVENTION CENTER

SHIPPING & MATERIAL HANDLING INSTRUCTIONS

Service Desk 221 Fourth Street Louisville, Kentucky 40202 Telephone: (502) 595-4367 Fax: (502) 583-1918
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ALL SHIPMENTS MUST ARRIVE PREPAID
UNCRATED OR UNMARKED SHIPMENTS WILL NOT BE RECEIVED
PLEASE USE SHIPPING LABEL ON REVERSE SIDE

RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- ⇒ Freight handling charges (drayage) will be applied to all shipments received by KICC.
- ⇒ The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- ⇒ Boxed, crated or palletized shipment will be received up to 2 weeks prior to the first official show day. Earlier arrivals will be charged an additional \$7.00 per CWT.
- ⇒ Loose shipments will only be received during official move-in hours.
- ⇒ All shipments must arrive prepaid and have a bill of lading, which shows the number of pieces, type of merchandise and certified weight.
- ⇒ Drayage is based on incoming weight only.
- ⇒ KICC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weights will be billable if a certified weight receipt is not provided prior to move-out.
- ⇒ KICC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KICC will not be responsible for shipments after they have been placed in the booth.

EMPTY CONTAINER STORAGE AND RETURN

- ⇒ KICC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing to the crates.
- ⇒ KICC will remove and store the empty crates during the show.
- ⇒ KICC will return all empty containers at the end of the show.

OUTBOUND SHIPPING

- ⇒ KICC will have shipping labels, bills of lading and shipping information available prior to move-out.
- ⇒ The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk/office.
- ⇒ The exhibitor will be responsible for contracting carriers if other than official show carrier.
- ⇒ KICC will move shipments from exhibitors' booth onto the outbound carrier.
- ⇒ KICC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- ⇒ Commercial carriers will not pick up uncrated shipments. KICC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

GENERAL CONDITIONS

- ⇒ KICC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- ⇒ KICC will not be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- ⇒ KICC will not be responsible for items after tendered to common carrier.

DRAYAGE RATES

One Way Only
 \$35.00 per CWT
 \$120.00 Minimum

Two Way IN/Out
 \$46.00 per CWT
 \$180.00 Minimum

Banding 55¢ / foot
 Labor \$40 / Hour - Advance
 \$60 / Hour - Floor
 Carpenters \$50 / Hour - Advance
 \$90 / Hour - Floor

One hour minimum. Regular time is Monday through Friday, 7:30 a.m. - 4:00 p.m. Time and a half overtime is all other hours including weekends. Holidays are double time.

PENALTY CHARGE FOR LATE PAYMENT AFTER 30 DAYS (CALCULATED AT 10% OF UNPAID BALANCE)

EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW: _____ **Booth No.** _____

COMPANY NAME: _____ **Phone No.** (_____) _____

**C/O KENTUCKY INTERNATIONAL CONVENTION CENTER
221 FOURTH STREET
LOUISVILLE, KY 40202**

SHIP TO:

NAME OF SHOW: _____ **Booth No.** _____

COMPANY NAME: _____ **Phone No.** (_____) _____

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