

NEC Expo Services is the exclusive provider of Material Handling services and equipment within Rock Financial Showplace. Our staff is dedicated to providing you with timely and reasonable handling of all your freight needs.

Inbound Freight Services

- Receipt of prepaid shipments up to 30 days in advance of set-up.
- Please contact our staff if you need to verify your freight arrival.
- Our general warehouse hours are 8:00 am to 4:30 pm Monday through Friday, Eastern Standard Time.
- We normally accept all types of freight in advance with few limitations. Please refer to your specific event information for guidelines.
- All shipments must be properly labeled with event name, dates, location, exhibiting firm name and booth number.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

On-Site Freight Services

- For select events, shipments will be accepted only during designated exhibitor move-in times.
- Please refer to your specific event information for guidelines and availability.
- All shipments must include a bill of lading or delivery slip showing the number of pieces, material description and weight.
- Payment in full of all charges must be made prior to delivery of shipments to your booth.

Outbound Freight Services

- Please have your on-site representative complete and verify outbound shipping information at our service desk.
- Outbound freight will be shipped within two business days after close of the show.
- All shipments must have a completed Freight Handling form.
- After all materials are packed, labeled and ready to ship, you must return the Outbound Shipping Authorization to our service desk.
- You may call your designated carrier for pick-up on-site. However if your designated carrier fails to remove your freight by the final move-out time, your shipment will be rerouted by us at your expense.

Insurance and Security

- We strongly recommend that you insure all materials from the time they leave your firm until they are returned to you after the show. "All-Risk" coverage is suggested.
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the 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 highly recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials. We will not be responsible for or liable for any loss, damage or disappearance of exhibitors' materials during the above unattended times.
- All materials handled by NEC Expo Services are subject to the Terms, Conditions and Policies included in your Service Manual.



Freight Facts



46350 Grand River Ave., Suite B.
Novi, Michigan 48374
Tel: 248.380.0843
Fax: 248.380.0848

2008 Quality Expo Detroit

IMPORTANT SHIPPING INSTRUCTIONS AND MATERIAL HANDLING INFORMATION

Advance Shipping:

The advance shipping time is Friday, May 8, 2008 through Friday, June 6, 2008.
Please label each piece and send all shipping documents to:

“Exhibiting company name & booth number”
Hold for: 2008 Quality Expo Detroit
c/o NEC Expo Services
46350 Grand River Ave., Suite B
Novi, MI 48374

To verify the arrival of your advance freight, please call (248) 380-0843. Warehouse hours are:
Monday through Friday 8:00 am to 4:30 pm EST.

We will accept all types of freight, in advance, with the following limitations:

- ◆ No single piece over 4,000 pounds.
- ◆ Absolutely no perishables or hazardous materials.
- ◆ Advanced warehousing charges apply (See freight handling form for rates)

On-Site Shipping:

Direct Shipments will be received **during move-in times starting June 8, 2008**. Please label
Each piece and send all shipping documents to:

“Exhibiting company name & booth number”
Hold for: 2008 Quality Expo Detroit
c/o NEC Expo Services
46350 Grand River Ave., Suite B
Novi, MI 48374
(248) 380-0843

Marshall Area:

Vehicle marshalling will be at The Rock Financial Showplace during move in and move out.
Please follow signs upon arrival.

International Shipments:

Shipments originating from countries other than the U.S. must be cleared through customs.

Freight Facts (continued)

Conditions For All Shipping:

The following applies to all classifications of freight.

- SHIPPING DOCUMENTS: All shipments are required to have a bill of lading or delivery slip which includes the number of pieces, material description, weight and clearly marked with exhibiting firm name and booth number. Copies of these documents should be Mailed in advance. Shipments received without required paperwork will be delivered to your booth without guarantee of piece count.
- CERTIFIED WEIGHT RECEIPTS: Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS upon arrival for loading. We reserve the right to deny all services until a certified weight receipt is provided.
- ESTIMATED WEIGHTS: In the event that weight is not indicated on shipping documents, NEC Expo Services may estimate the weight. This estimated weight will be final and Binding if verified, corrected weight is not presented to us prior to your final move-out. All shipments are subject to re-weigh by NEC Expo Services.
- FREIGHT CHARGES: Shipments will be received with prepaid carrier charges only. Collect shipments will be refused. Minimum charge is per individual shipment.
- A completed "FREIGHT HANDLING" form and 'CREDIT CARD AUTHORIZATION & PAYMENT POLICY' form must be received by us prior to arrival of your freight.
- BOOTH LABOR of any kind is not included.
- No rigging, unbolting or unskidding when equipment is being unloaded, spotted or reloaded.
- OUTBOUND SHIPMENTS must be picked up by 3:00 pm EST on Friday, June 13, 2008.
- Any freight not picked up by this time will be re-routed via the most convenient carrier.

Failure to adhere to any or all shipping conditions may result in delayed handling or additional charges.

Items Included with Freight Handling:

- Receipt of materials up to 30 days in advance *(please refer to advance shipping rules on previous page)*
- Unloading of materials and delivery to booth.
- One-time spotting of equipment, providing exhibitor is on-site when equipment is unloaded. Equipment will be spotted as picked from truck. Re-spotting equipment is an additional expense charged to exhibitor.
- Removal, storage and return of empty containers after show close.
- Reloading of materials on the outbound vehicle(s) of exhibitor's choice.

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