

MATERIAL HANDLING RATES & ORDER FORM

MATERIAL HANDLING SERVICES:

Advance Shipments – Stored up to 30 days prior to show move-in, and include delivery to the Phoenix Convention Center, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after **Friday, 5/19/2017**, are subject to additional late shipment charges.

Direct Shipments – Are accepted during exhibitor move-in hours ONLY. Includes delivery to your booth, storage of empty container during the show, return of containers to your booth at close of show, move good to the dock, and loading onto outbound carrier.

Early shipments may be refused.

MATERIAL HANDLING FEES:

Small Packages: A shipment of any number of pieces, with a combined weight not to exceed 50lbs total, that is received on the same day, from the same shipper, and delivered by the same carrier. Small package carriers may split shipments resulting in CSI receiving multiple shipments (on multiple days), resulting in additional material handling fees.

Crated: Materials that are skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV's (personally owned vehicles).

- **Shipments arriving the same day, from different shippers, are considered separate shipments and will be billed separately.**

Late Shipments & Show Site Shipments – Freight received at the warehouse after deadline or on Show Site are subject to these handling fees.

Return to warehouse- All shipments not picked up or routed on in house carrier, If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur an additional storage fee.

Rates

Envelope	\$7.00 each
Small Packages (50 pounds and less):	\$50.00 per shipment
Crated or Skidded:	\$83.50 per 100 lbs. (200 lbs. minimum charge), per shipment
Special Handling-Uncrated-Mixed:	\$95.00 per 100 lbs. (200 lb. minimum charge), per shipment
Return to warehouse :	\$35.00 per 100lbs (\$350.00 minimum charge)

*Late Advance Warehouse/Direct Shipments (Surcharge) 30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment

Weight tickets must accompany shipments. Re-weigh fees applied if necessary.

	Piece Count	Weight	Carrier Service	Estimated Arrival Date	Estimated Handling Fees
Small Shipments	_____	_____	_____	_____	_____
Crated or Skidded Shipment	_____	_____	_____	_____	_____
Special Handling Shipment	_____	_____	_____	_____	_____

<u>ADVANCE SHIPMENTS</u>	<u>DIRECT SHIPMENTS</u>
Shipments to arrive between (4/21 to 5/19)	To arrive ONLY during MOVE-IN hours
Company Name & Booth Number	Company Name & Booth Number
Phoenix Comicon	Phoenix Comicon
c/o CSI etc.	c/o CSI etc.
4802 W. Van Buren Street	Phoenix Convention Center
Phoenix, Arizona 85043	100 N. Third Street
	Phoenix, AZ 85004

TERMS & CONDITIONS: Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form).All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs. when calculating weight. CSI etc. reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability.

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CSI *etc.* warehouse or the Venue.

Advance Shipments - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **Friday, 5/19/2017**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 8:00AM-4:30PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: 5/24/2017

Direct Shipments - Shipments that must be directed to show site can only arrive at **during exhibitor move in hours**. Early shipments may be refused. CSI *etc.* is not responsible, for loss or damages, for shipments that are delivered to the Venue prior to that date. **Items shipped directly to show site and handled by CSI *etc.* personnel will be charged drayage/material handling per the rate sheet enclosed.**

Consolidate your shipment and save - Separate shipments received by CSI *etc.* will not be combined. The minimum 200lb charge applies to each shipment that CSI *etc.* receives. Shipments arriving at the same time from different destinations are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CSI *etc.* receiving multiple shipments.

ALL SHIPMENTS MUST BE SENT PRE-PAID; NO COD'S WILL BE ACCEPTED.

Outbound shipments - Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CSI *etc.* Service Desk. **Do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the official show carrier must make arrangements with their carrier to be checked in at the CSI *etc.* Service Desk by the driver check-in time specified on the *Show Information* page. 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 in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CSI *etc.* reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

NOTE: Any items left on the show floor will either be brought back to the CSI *etc.* warehouse and additional charges will be incurred or re-routed with CSI *etc.*'s designated carrier. By shipping your products to CSI *etc.* and/or the Phoenix Convention Center, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.

LIMITS OF LIABILITY

In placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CSI etc. in its sole discretion. Upon participation of any CSI etc. show or event, the exhibitor and its agents shall be bound by the terms and conditions set forth in sections 1 through 14 below. Likewise, once CSI etc. has accepted and approved the exhibitor's offer, any shipper consigning or delivering a shipment to CSI etc. or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in sections 1 through 14 below.

1. CSI etc. and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damages as determined by CSI etc.
2. Relative to inbound shipments, there may be lapse of time between the delivery of shipment(s) to the booth by CSI etc. or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of material from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booths unattended. Therefore, it is agreed that CSI etc. and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to CSI etc. or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. CSI etc. and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CSI etc. in time to obtain the proper equipment.
4. CSI etc. and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, utilities, and other events of force majeure. Any and all work performed by CSI etc. or its subcontractors up to and including the occurrence of any of the above must be paid in full.
5. CSI etc. and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. CSI etc. and its subcontractors are not insurers; i.e., CSI etc. does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by CSI etc. under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or non performance of services by CSI etc., or from the negligence of CSI etc., its subcontractors or their respective employees. If such loss or damage occurs, the liability of CSI etc. and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. CSI etc. and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. CSI etc. will not be bound to honor any claim or action brought against CSI etc. or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CSI etc. and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CSI etc. or its subcontractor sign a delivery receipt, bill of lading or other document, the parties agree that CSI etc. or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CSI etc. and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CSI etc. Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CSI etc. and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CSI etc. shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by CSI etc. and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CSI etc. assumes no liability as a result of rerouting or handling.
13. Dry and cold storage – Exhibitor stores products at its own risk. CSI etc. assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with CSI etc. or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CSI etc. for freight handling services or any other services provided by CSI etc. or its subcontractor as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CSI etc. prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CSI etc. or its subcontractor shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

ADVANCE SHIPMENT - SHIPPING LABELS

ADVANCE SHIPMENT	SHIP TO:	CSI <i>etc.</i> <small>Conference Services International Expositions • Trade Shows • Conventions</small>
		c/o
	Advance Warehouse Cut Off	4802 W. Van Buren Street
	Friday, 5/19/2017	Phoenix, AZ 85043
	Phoenix Comicon 2017	
	COMPANY EXHIBIT NAME:	_____
	BOOTH NUMBER	_____
	PIECE COUNT:	_____ OF _____

-----Attach a label to each piece-----

ADVANCE SHIPMENT	SHIP TO:	CSI <i>etc.</i> <small>Conference Services International Expositions • Trade Shows • Conventions</small>
		c/o
	Advance Warehouse Cut Off	4802 W. Van Buren Street
	Friday, 5/19/2017	Phoenix, AZ 85043
	Phoenix Comicon 2017	
	COMPANY EXHIBIT NAME:	_____
	BOOTH NUMBER	_____
	PIECE COUNT:	_____ OF _____

To ensure proper delivery, please attach a label to each container.
 Please verify that you are using the correct label:

DIRECT SHIPMENT - SHIPPING LABELS

DIRECT SHIPMENT TO THE FACILITY ~During Exhibitor Move-in ONLY~	SHIP TO: c/o	 <small>Conference Services International Expositions • Trade Shows • Conventions</small>
	Direct Shipping Must Arrive During Exhibitor M/I Only 5/24/17.	Phoenix Convention Center 100 N. Third Street Phoenix, AZ 85004
	Phoenix Comicon 2017	
	COMPANY EXHIBIT NAME: _____	
	BOOTH NUMBER _____	
	PIECE COUNT: _____ OF _____	

-----Attach a label to each piece-----

DIRECT SHIPMENT TO THE FACILITY ~During Exhibitor Move-in ONLY~	SHIP TO: c/o	 <small>Conference Services International Expositions • Trade Shows • Conventions</small>
	Direct Shipping Must Arrive During Exhibitor M/I Only 5/24/17.	Phoenix Convention Center 100 N. Third Street Phoenix, AZ 85004
	Phoenix Comicon 2017	
	COMPANY EXHIBIT NAME: _____	
	BOOTH NUMBER _____	
	PIECE COUNT: _____ OF _____	

To ensure proper delivery, please attach a label to each container.
 Please verify that you are using the correct label:

CSI LOGISTICS- INBOUND/OUTBOUND FREIGHT QUOTE REQUEST

Inbound Shipment

Pick up Information:		Select Destination: (Please Circle)	
Company Name		Advanced Warehouse:	Direct:
Contact Name:	Phone	Company Name & Booth #	Company Name & Booth #
Pick up Address:		Phoenix Comicon	Phoenix Comicon
City, State Zip		c/o CSI etc.	c/o CSI etc.
E-mail Address		4802 W. Van Buren Street	100 North Third Street
		Phoenix, AZ 85043	Phoenix, Az 85004

Piece Count	Description	Weight (subject to reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance

Special Instruction:							
Please Circle all that Apply		Insdie Pick up	Lift Gate Needed	Residential Pick up	Pallet Jack Needed	TSA Certified Yes or NO	
Pick up Date:	Pick up Time (4 hr. window):	Please Circle Type of Delivery Service:		Next Day	2 nd Day	Deferred	Ground

Outbound Shipment

Shipping from Show site:		Destination Information:	
Company Name:	Booth #:	Company Name	
100 North Third Streets:		Contact:	Phone:
Phoenix, AZ 85004		Shipping address:	
Contact Name:	Phone:	City, State Zip	
E-Mail Address:		E-Mail Address:	

Piece Count	Description	Weight (subject to reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance

Special Instructions:							
Please Circle all that Apply:		Inside Delivery	Lift Gate Needed	Residential Delivery	Pallet Jack Needed	TSA Certified Yes or No	
Delivery Date:	Delivery Time (4 hr. window):	Please Circle Type of Delivery Service:		Next Day	2 nd Day	Deferred	Ground

OUTBOUND SHIPPING INSTRUCTIONS

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS FREE SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: EXHIBITING COMPANY NAME: _____ BOOTH: _____
 PHOENIX CONVENTION CENTER'S ADDRESS: 100 N. Third Street
 Phoenix, AZ 85004

SHIPPING DESTINATION 1:

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____
 CITY, STATE ZIP
 PHONE: _____ ATTN: _____

ENTER DESIRED # OF SHIPPING LABELS _____

SHIPPING DESTINATION 2:

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____
 CITY, STATE ZIP
 PHONE: _____ ATTN: _____

ENTER DESIRED # OF SHIPPING LABELS _____

Please Check Mark Desired Method of Shipment Below:

Your Carrier: CSI etc. Logistics Other: _____

Type of Service:	Delivery Method:	Special Requirements:	Delivery Hours (4 hr window):
<input type="checkbox"/> Ground	<input type="checkbox"/> Next Day	<input type="checkbox"/> Inside Delivery	_____
<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Residential	
	<input type="checkbox"/> Deferred Delivery	<input type="checkbox"/> Lift gate	
	<input type="checkbox"/> Ground	<input type="checkbox"/> Other: _____	

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CSI etc. Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CSI etc. Warehouse or forced onto another carrier at Exhibitor's expense. All shipments not picked up or routed on in house carrier will incur a return to warehouse fee of \$35.00 per 100 weight; with a \$350.00 minimum charge. CSI etc. does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason. If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur a storage fee.

STORAGE SERVICE ORDER FORM

"Full Service" Storage and Shipping Advantages After the Show

Keep Your Exhibit Materials in Arizona After the Show to Avoid Double Loading and Unnecessary Shipping Costs

Benefits of storing your materials with CSI etc. Long term storage include:

1. Convince of less shipping/ shipping and handling fees.
2. Receive and hold your equipment and/or exhibition materials- short or long term.
3. Provide delivery services – capable of outbound shipping and/or local delivery to any contractor event.

Storage Rates :	Return to Warehouse- (5 Day MAX hold.)	\$35.00 per 100lbs (\$350.00 minmum Charge).
	Empty Pallet Storage (During Show)	\$25.00 per pallet
	Long term Storage- per month	minimum charge of \$100.00 per month(1,000lb min charge) (≥ 1,000.00 lb.) \$10.00 cwt

Notes:

- **Long term Storage rates apply to Return to Warehouse shipments AFTER 5 days of failed carrier pickup.**
- **Long Term Storage Clients will be billed automatically on a quarterly basis and provided an electronic receipt.**
- All storage services are subject to CSI etc. Terms and Conditions of Contract and/or Storage Agreement.
- Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. CSI etc. is not liable for damages.
- Failure to pay storage fees after 7 days of balance due date will result in a lien against your property.
- Unpaid/ unclaimed materials will be disposed of after 90 days.

Please select which service you are requesting:

(Check) Yes! Return my exhibition materials to the warehouse for carrier pickup- 5 Day **MAX** hold.

(Check) Yes! Store my exhibition materials in Arizona after this show

Exhibiting Company: _____ Client Name: _____

Email: _____ Telephone: _____

List of items: _____

CREDIT CARD AUTHORIZATION												
Card Type:	AMEX	VISA	MC	DISC	Card#	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name on Card:	<input style="width: 100%;" type="text"/>											
Billing Address:	<input style="width: 100%;" type="text"/>											
(REQUIRED)									Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	<input type="text"/>	<input type="text"/>	State:		<input type="text"/>	<input type="text"/>						
Expiration Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Card Verification #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Cardholder's Signature:	<input style="width: 100%;" type="text"/>								Date:			
The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined. Automatic payment will be charged quarterly for long term storage.												

ACCESSIBLE STORAGE

Accessible storage will be available to you at this show. You must sign up for the service at the CSI etc. Service Desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled, will be placed in accessible storage.

**THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.
PLEASE BE AWARE, THIS IS ACCESSIBLE STORAGE, NOT SECURED STORAGE.**

PLEASE NOTE: THIS IS NOT EMPTY STORAGE. ACCESSIBLE STORAGE ITEMS ARE NOT NECESSARILY THE FIRST ITEMS RETURNED TO YOUR BOOTH AT THE CLOSE OF THE SHOW.

Accessible Storage Rates are for SET-UP, STORAGE SPACE, AND EACH TIME ACCESSED, and are as follows:

SET UP: One time set up charge of \$100.00													
STORAGE:	<table border="0"> <thead> <tr> <th><u>Size of Storage Space</u></th> <th><u>Rate (per day)</u></th> </tr> </thead> <tbody> <tr> <td>0 – 25 square feet</td> <td>\$100.00</td> </tr> <tr> <td>26 – 50 square feet</td> <td>\$150.00</td> </tr> <tr> <td>51 – 100 square feet</td> <td>\$200.00</td> </tr> <tr> <td>101 – 150 square feet</td> <td>\$250.00</td> </tr> <tr> <td>150 – 200 square feet</td> <td>\$300.00</td> </tr> </tbody> </table>	<u>Size of Storage Space</u>	<u>Rate (per day)</u>	0 – 25 square feet	\$100.00	26 – 50 square feet	\$150.00	51 – 100 square feet	\$200.00	101 – 150 square feet	\$250.00	150 – 200 square feet	\$300.00
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150 – 200 square feet	\$300.00												
ACCESS RATES:	There is a ½ hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.												
ACCESS CHARGES:	<table border="0"> <tr> <td>Straight Time:</td> <td>\$41.50 per access</td> </tr> <tr> <td>Overtime:</td> <td>\$62.50 per access</td> </tr> <tr> <td>Double Time:</td> <td>\$83.00 per access</td> </tr> </table>	Straight Time:	\$41.50 per access	Overtime:	\$62.50 per access	Double Time:	\$83.00 per access						
Straight Time:	\$41.50 per access												
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Double Time:	\$83.00 per access												
<p style="text-align: center;">Straight Time rate apply 8:00 am – 4:30 pm, Monday thru Friday. Overtime rates apply Monday through Friday 4:30 pm – 12:00 Midnight & all day Saturday and Sunday. Double time rates apply all days 12:00 Midnight to 8:00 am & All Union Observed Holidays.</p>													

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____