HALE NORTHEASTERN
828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

SHIPPING / MATERIAL HANDLING

Rochester Wellfest

Rochester Riverside Convention Center
Show Date: September 13, 2011

MAIL OR FAX THIS FORM TO HALE NORTHEASTERN ALONG WITH A SIGNED COPY OF "LIMITS OF LIABILITY" FORM

Explanation of Drayage/Material Handling Charges: Urgent! *Please initial your understanding of these terms*_____

- ***Drayage is the process of accepting your freight, delivering it to your booth & storing your crates.*** Charges apply for this service. Hale will provide storage labels at our on-site service desk & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. ***All shipping to and from the show must be arranged through your own freight carrier.***
- ***Any shipment arriving at the Receiving site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained***, regardless of having a credit card # on file.
- ALL SHIPMENTS MUST BE PRE-PAID – Collect shipments will not be accepted. **The exhibit facility has no provision for accepting or handling freight prior to the published receiving dates.**

Avoiding Drayage Charges:.

- While on-site, you are welcome to intercept, sign for, and transport your own shipments at any time. Please be sure to have a representative on-site at the delivery point awaiting arrival. ***Representatives must remain outside the Hale offices.*** Please indicate your Drayage preference below.

☐ **YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE**
☐ **NO, I WILL HANDLE MY OWN FREIGHT**

Outbound Freight: Urgent! *Please initial your understanding of the following terms* _____

- ***BECAUSE HALE NORTHEASTERN'S LEASE TO THE SHOW-FLOOR EXPIRES SHORTLY AFTER DISMANTLE, IT IS IMPERATIVE THAT ALL FREIGHT BE REMOVED FROM THE FACILITY BY THE PUBLISHED EXIT TIMES.*** For this reason, if your preferred Carrier does not pick up within the time allotted for the removal of exhibits, ***we reserve the right to forward such materials by the shipping method of our choice*** or to remove said material to our warehouse for disposition. **HALE NORTHEASTERN, INC. SHALL HAVE AUTHORITY TO ENACT THIS POLICY WITHOUT FURTHER CLEARANCE FROM EXHIBITORS.** Hale Northeastern is not responsible for losses or overages that occur through the billing of their selected carrier. Exhibitors are responsible for all shipping costs and storage fees that may be incurred through this method.
- It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of inbound freight clearly and to complete a Hale Bill of Lading for each shipment. Hale Bills of Lading may be obtained at the on-site service desk.

Inbound Drayage / Freight Handling Costs:

				Rates/100 lbs.		
	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	*Less than 25 lbs*	*25 lbs – 200 lbs* ** 200 lbs minimum **	*over 200 lbs*
ADVANCED WAREHOUSE September 22 – October 4				$25 for first item $5 each add'l item	$74.75 x 2 = $149.50	Multiply by $74.75
DIRECT SHOW SITE On or after October 5				$25 for first item $5 each add'l item	$62.50 x 2 = $110.00	Multiply by $62.50

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ **Phone #:** _____ **Booth #:** _____

Billing Address: _____ **City/State:** _____ **Zip:** _____

Print name as it appears on card: _____ **Signature:** _____

Account#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ **Exp. Date:** ___ ___/___ ___ **V-Code:** ___ ___ ___ ___

V-Code: MC, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Show-Site Representative:_____ **Email:**_____

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MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to $.30 per pound per article with maximum liability of $50.00 per item and $1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
    - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies **DO NOT** include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

Payment Policy & Shipments

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card** authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.

B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.

C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.

   1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.

D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets. (Signature)_____

Show Name ***Rochester Wellfest October,*** *2011* Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. *** **PLEASE DO NOT RETURN THEM TO HALE NORTHEASTERN*** Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

CUT HERE

ADVANCE TO WAREHOUSE

Shipments arriving between: September 22nd – October 4th

FREIGHT LABEL

SHIP TO:

Rochester Wellfest
c/o Hale Northeastern, Inc.
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION

Rochester Wellfest
Rochester Riverside Convention Center
October 6, 2010

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

CUT HERE

DIRECT TO SHOW SITE

Shipments arriving on or after: October 5th

FREIGHT LABEL

SHIP TO:

Rochester Wellfest
c/o Hale Northeastern / RRCC
123 Main Street
Rochester, NY 14604

SHOW INFORMATION

Rochester Wellfest
Rochester Riverside Convention Center
October 6, 2010

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____