



# Material Handling Instructions

Materials can be shipped in advance to the Exhibits Inc. Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Exhibits Inc. will not be accepted. All shipments must be consigned to Exhibits Inc. and all material handling services must be prepaid. Exhibits Inc. Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments

**ADVANCE SHIPPING ADDRESS**

*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** Shed Builder Expo  
 c/o Exhibits Inc.  
 756 S West St., Bldg. 3  
 Petersburg, VA 23803

Exhibits Inc. Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Exhibits Inc. Warehouse. Shipments may be received weekdays (excluding holidays) between 8:00am – 4:00pm.  
**Deadline to receive advance shipments without late fee: Tuesday, September 6, 2022**  
**Rate: \$72.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime: \$95.00 per cwt (100 lbs.) per shipment outside normal warehouse hours.**  
**Late shipments:** Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$20.00 per cwt (\$80.00 minimum) will be charged, plus additional fees if special transportation is required.  
**Non-payment:** Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.

**DIRECT SHIPPING ADDRESS – TO EVENT SITE**

*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** Shed Builder Expo  
 c/o Exhibits Inc.  
 Greater Richmond Convention Center  
 403 N 3rd Street  
 Richmond, VA 23219

Exhibits Inc. will receive shipments at the event site on **September 27, 2022** only. Arrival at any time other than **September 27, 2022** may be refused and redirected to the Advance Warehouse.  
**Direct shipments will only be received on September 27, 2022.**  
**Rate: \$62.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime: \$95.00 per cwt (100 lbs.) per shipment outside normal warehouse hours.**  
**Non-payment:** Shipments received without a material handling order form and payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.  
**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the Greater Richmond Convention Center on **September 27, 2022**. Shipments received at the Greater Richmond Convention Center prior to **September 27, 2022** will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Exhibits Inc. Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors can make arrangements with the designated show carrier, Yellow Freight at the Exhibits Inc. Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own LTL carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle).
- All non-LTL carriers outbound shipments will incur material handling charges of \$40.00 per cwt (\$80.00 minimum applies).
- If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Exhibits Inc. warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor’s carrier beginning **Tuesday, October 4, 2022**. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).
- Any freight left on show floor without an Exhibits Inc Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

**PLEASE COMPLETE THE FOLLOWING :**

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$72.00 or \$62.00	\$144.00 or \$124.00	\$
SHIPMENT 2			lbs.	\$72.00 or \$62.00	\$144.00 or \$124.00	\$
SHIPMENT 3			lbs.	\$72.00 or \$62.00	\$144.00 or \$124.00	\$
SHIPMENT 4			lbs.	\$72.00 or \$62.00	\$144.00 or \$124.00	\$
<b>LATE SHIPMENT(s) to Exhibits Inc. Warehouse</b>				\$20.00	\$80.00 Minimum Charge	\$
					<b>6.00% Service Fee</b>	\$
					<b>0.00% Admin Fee</b>	\$
					<b>TOTAL ESTIMATED CHARGES</b>	\$

**PAYMENT ENCLOSED:**

Company Check

Credit Card Authorization

Money Order

Total due must be paid before material handling services are provided.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804  
 (804) 788-4400 - Phone (804) 788-0186 - Fax, xhibitsinc.com, info@xhibitsinc.com



**Shed Builder Expo**

September 27-29, 2022

Greater Richmond Convention Center



# Shipping Labels Advance

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Tuesday, September 6, 2022** to avoid the late fee.

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TO:

*EXHIBITING COMPANY Please write exhibiting companies name in this box*

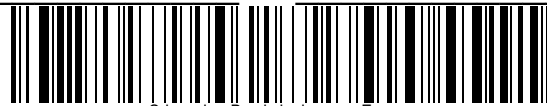
**Shed Builder Expo**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

c/o Exhibits Inc.  
**756 S West St., Bldg 3  
Petersburg, VA 23803**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Shed Builder Expo



Greater Richmond Convention Center



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(804) 788-4400 - Phone (804) 788-0186 - Fax, [xhibitsinc.com](http://xhibitsinc.com), [info@xhibitsinc.com](mailto:info@xhibitsinc.com) | A DIVISION OF DEMERS EXPOSITION SERVICES, INC.



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# Shipping Labels Direct

Copy and use this label for Direct Shipment to SHOWSITE on or **September 27, 2022.**

# RUSH!

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TO:

*EXHIBITING COMPANY Please write exhibiting companies name in this box*

**Shed Builder Expo**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

**c/o Exhibits Inc.  
Greater Richmond Convention Center  
403 N 3rd Street  
Richmond, VA 23219**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



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