

All you do is ship your exhibit, and the Pheasant Run Exposition Center will handle the rest.

The Exposition Center Operations Manager takes the pressure off you. You'll deal with one centrally located company, specialists in exhibit material shipping and handling.

Pheasant Run Resort's Complete Service Package Includes:

- Up to 14-day storage of display materials prior to show opening.
- Delivery of exhibit from storage facility to your booth.
- Removal and storage of empty crates and boxes during the show.
- Return of crates and boxes after the show.
- Transport of all materials onto carriers for outbound shipping.

Outbound Shipping

- Exhibitors must bring their own labels to the show for outbound shipments.
- Exhibitors are responsible for scheduling all pick-ups if they are not using the preferred carrier.
- Packages left longer than 24 hours after the close of the show will be forced out at the discretion of the Exposition Center Manager.

Our Shipping Address:

Pheasant Run Exposition Center
Attn: Company Name and Booth #
4051 E. Main St.
St. Charles, IL 60174

630-584-6300

If you do not address your package(s) in the above format, we cannot guarantee that your shipment will arrive to your booth in time for the show.

Rates

- Material handling rates are calculated by the shipping weight, multiplied by \$0.35.
- The minimum handling charge is \$35.00.
- Packages arriving independently of a pallet will incur an additional \$5.00 per package charge.

Limitations of Pheasant Run Resort & Spa's Liability and Responsibility.

- Pheasant Run shall not be responsible for damage to uncrated/improperly-packaged materials nor concealed damage.
- Pheasant Run 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 any other causes beyond its control.
- Pheasant Run's liability shall be limited to the physical loss or damage to the specific article which is lost or

damaged, and in any event Pheasant Run's maximum liability shall be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.

- Pheasant Run shall not be responsible for loss or theft of materials before they are picked up from the exhibitor's booth for reloading after the show.
- Pheasant Run Resort 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 in the same manner.
- The consignment or delivery of a shipment to Pheasant Run by an exhibitor, or by any shipper 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 the contract.

A Suggestion:

To protect your display in transit, you are urged to carry all-risk floater insurance covering your materials against damage, loss, and all other hazards from the time shipment is made from your place of business until your materials are received back after the show. This can generally be obtained for a nominal cost by adding a rider to an existing insurance policy.

All shipments must be prepaid.

Collect shipments will be refused.

Material Handling payment form on reverse of page.

(Over)

INBOUND SHIPPING INFORMATION

Exhibiting Company Name: _____ Booth Number: _____

Shipping Via: _____ Pro Number: _____

Date Shipping: _____ Estimated Arrival Date: _____

Total # of Shipments: _____ Total # of pieces: _____ Total Weight: _____

Material Handling Charges _____ X $\frac{\$0.35}{\$35.00/\text{cwt}}$ = _____
\$35.00 Minimum Total Weight Payment Due

Small packages arriving independently _____ X \$5.00 = _____
of a pallet will be charged an additional # of Packages Additional Payment Due
\$5.00 per package.

OUTBOUND SHIPMENTS AT CLOSE OF EXPOSITION

Shipping To: _____ Attention: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Carrier: _____ Total Number of Pieces: _____

Description of Material: _____

Prepaid

Collect

Bill Third Party

Third Party Billing Address: _____

- No allowances shall be made for attrition during the event.
- Actual billing weights shall be based upon information provided by carriers.
- Advance payment for material handling should be sent along with a copy of this form to the address on the master order form. **Any variance between estimated weights and actual weights will be billed on site at the show and must be paid prior to outbound freight shipping out.**

Company Name _____

Booth Number _____

Material Handling Order Total _____

This form must be returned with the original Master Order Form.