

## MATERIAL HANDLING SERVICES INFORMATION SHEET

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.**

▪ **MATERIAL HANDLING SERVICE INCLUDES:**

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available)
  - (If designated space is not available, exhibitors may purchase our storage option)
  - Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

▪ **Note: Transportation to and from show site is not included as part of this service.**

▪ **ESTIMATING MATERIAL HANDLING CHARGES:**

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A \$25 surcharge will apply if shipment require weighing.

▪ **STORAGE DURING THE SHOW**

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

**MATERIAL HANDLING SERVICES INFORMATION (SHEET 2)**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**WHAT KIND OF SHIPMENT DO YOU HAVE?**

| Shipment Type             | Definition  |
|---------------------------|---|
| Crated Skid               | Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.   |
| Uncrated material shipped | Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.   |
| Special Handling          | Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process.<br><br>Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out. |
| Small Packages            | Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.   |

**Please refer to the Material Handling – Special Handling Information Form for more details.**

**RSS Material Handling**



## MATERIAL HANDLING - SPECIAL HANDLING INFORMATION

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

### WHAT IS SPECIAL HANDLING?

Special handling applies to shipments that are loaded by cubic space and/or packaged to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and delivery.

### TYPES OF SPECIAL HANDLING

#### **Ground Loading or Unloading**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

#### **Constricted Space Loading or Unloading**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

#### **Designated Piece Loading / Unloading**

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

#### **Stacked Shipments**

Shipments loaded in that require multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and or pallets constitute special handling.

#### **Shipment Integrity**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

#### **Crated vs Uncrated Shipments**

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

#### **Mixed Shipments**

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.

#### **Carpet only Shipments**

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

#### **No Documentation**

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, require additional time, labour and equipment to process.

#### **Alternate Delivery Location**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.



**MATERIAL HANDLING – SERVICE ORDER FORM**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4<sup>th</sup>, 2017**

| TIME  |  | Crated   | Uncrated | Special Handling | Small Packages |
|---|--|--|----------|------------------|----------------|
| <b>REGULAR TIME:<br/>Discounted Price</b>   | Mon – Fri (8:00am – 4:00pm)                            | \$69.00  | \$86.00  | \$96.00          | \$36.00        |
| <b>REGULAR TIME:<br/>Regular Price</b>  | Mon – Fri (8:00am – 4:00pm)                            | \$89.70  | \$111.80 | \$124.80         | \$46.80        |
| <b>OVERTIME:<br/>Discounted Price</b>   | Mon – Friday (4:30pm – 8:00am)<br>Sat, Sun, & Holidays | \$86.00  | \$107.00 | \$120.00         | \$46.00        |
| <b>OVERTIME:<br/>Regular Price</b>  | Mon – Friday (4:30pm – 8:00am)<br>Sat, Sun, & Holidays | \$111.80   | \$139.10 | \$156.00         | \$59.80        |
| <b>On-site Orders</b>   |  | A 30% surcharge will be applied to on-site orders        |          |                  |                |
| <b>Off-Target Shipments</b>   |  | A 30% surcharge will be applied to off-target shipments. |          |                  |                |
| <b>Note: If move-in and move-out time fall during overtime hours, overtime rate will be applied</b> |  |  |          |                  |                |

**CALCULATION** (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

| DESCRIPTION                   | WEIGHT (LBS) | CWT     | RATE       | ESTIMATED TOTAL |
|-------------------------------|--------------|---------|------------|-----------------|
| Crated/Skidded Shipment _____ | /100 _____   | x _____ | \$ _____ = | \$ _____        |
| Uncrated Shipment _____       | /100 _____   | x _____ | \$ _____ = | \$ _____        |
| Special Handling _____        | /100 _____   | x _____ | \$ _____ = | \$ _____        |
| Small Package _____           | /100 _____   | x _____ | \$ _____ = | \$ _____        |

**NOTE:**

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A \$25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

**SPECIAL REQUIREMENTS / INSTRUCTIONS**