



INCLUDE THE METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW **WKBC 2023 / OCT 11 - 14 @ ACC NORTH**

COMPANY NAME _____ BOOTH# _____

CONTACT NAME _____ PHONE# _____

E-MAIL ADDRESS _____

For Assistance, please email BOOTH@MEGA-EXHIBIT.COM to speak with one of our experts.

For fast, easy ordering go to <https://binexline.com/>

To ensure a smooth, efficient and successful trade show experience, we strongly recommend Exhibitors to ship their freight to the ADVANCED WAREHOUSE.

ADVANCED WAREHOUSE RECEIVING DEADLINE : 09/25/2023

- \$70.00 per CWT - ADVANCED WAREHOUSE SHIPMENTS
- \$85.00 per CWT - DIRECT TO SHOWSITE SHIPMENTS
- ADDITIONAL SURCHARGES MAY APPLY FOR OFF-TARGET

ADVANCED WAREHOUSE: ***09/25/23 DEADLINE**

WAREHOUSE Address:

**BINEX/ WKBC 2023 (ATTN: JAMES OH)
 19515 S. VERMONT AVE.,
 TORRANCE, CA 90502
 USA**

*There is a 100 lb MINIMUM for material handling services.

DIRECT TO SHOWSITE:

ANY EXHIBITORS PLANNING TO SHIP DIRECT TO SHOW SITE MUST SCHEDULE A LOADING DOCK DATE & TIME. ADDITIONAL HANDLING SURCHARGES MAY APPLY

EMAIL booth@mega-exhibit.com TO SCHEDULE ANY DIRECT SHIPMENTS.

Questions?

Please feel free to contact our Exhibitor Service Department at booth@mega-exhibit.com

MATERIAL HANDLING?



As the official service contractor, **BINEX/MEGA** the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. **WE STRONGLY RECCOMEND SHIPPING TO WAREHOUSE TO AVOID ANY DELAYS & ADDITIONAL SURCHARGES.**

How do I ship to the warehouse?

- We will accept WAREHOUSE freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date **SEPTEMBER 25, 2023.**
- The warehouse will receive shipments Monday through Friday, except holidays. 09:00AM - 05:00PM. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- ALL WAREHOUSE DELIVERIES: **\$70 PER CWT.**

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **ALL DIRECT TO SHOW SITE SHIPMENTS MUST RECEIVE PRIOR APPROVAL, EMAIL BOOTH@MEGA-EXHIBIT.COM**
- ALL DIRECT TO SHOW SITE DELIVERIES: **\$85 PER CWT.**

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- Use the WAREHOUSE label for WAREHOUSE shipments.
Use the SHOWSITE label for SHOWSITE shipments.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are four categories of freight:

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

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and / or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on BINEX carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle

Where do I get a forklift? ~~outbound transportation~~ or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.

- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by MEGA are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return