



# SMG Exposition Services

355 Plaza Drive • Secaucus, NJ 07094  
201.330.8227 • Fax: 201.330.1586

Name of Show  
Date(s) of Show  
Meadowlands Exposition Center

## Material Handling Information/Rate Schedule

SMG Exposition Services has been designated the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

**SHIPMENTS:** All shipments must be PREPAID. Collect shipments will not be accepted. All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to SMG Exposition Services, detailing handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse as the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by SMG Exposition freight handlers upon arrival.

### Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

### Advance Warehouse Shipments:

Shipments will not be accepted before exhibitors move-in date.

### Deadline Date: \_\_\_\_\_

### \*\*NOTE\*\*

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)\*

\*A Charge Authorization must be completed for freight to be accepted.

### Direct Shipments:

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG Exposition Services  
Roadway Express, Inc.  
72 Second Street  
S. Kearny, NJ 07032

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG Exposition Services  
Meadowlands Exposition Center  
355 Plaza Drive  
Secaucus, NJ 07094

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

### Rate Schedule:

Advance shipping rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

Direct Shipping Rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

### Penalty Charges:

Late arriving shipments after show opens . . . . . \$7.00/cwt  
Off Target Charges . . . . . \$2.00/cwt

**Overtime:** Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. In and out rates are based on incoming weight only.

### Crated Shipments CWT=per 100 lbs.

#### Advance Shipping Rates:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$125.00
1001-over		\$122.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

#### Direct Shipping Rates:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$96.00
1001-over		\$93.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

### Special Shipping Rates/Uncrated or Van Lines:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$125.00
1001-over		\$112.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Please see reverse side for further information on Material Handling.

