



TIPS FOR MATERIAL HANDLING

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.
2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the unloading crew estimates the weight.
3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments.
To reduce material handling costs, ship all of your exhibit materials in ONE shipment. Remember, there is a 200-pound minimum charge per shipment. See the example below.
4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI Exhibitor Service Center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting carriers for pick-ups.**
6. **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 adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE, AND WHILE AT THE CONVENTION SITE.**

THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
05/16/2025	80 Lbs.	200 Lbs. Min.	\$175.00	\$350.00
05/16/2025	50 Lbs.	200 Lbs. Min.	\$175.00	\$350.00
05/16/2025	70 Lbs.	200 Lbs. Min.	\$175.00	\$350.00
200 Lbs. Total Material Handling Charges				\$1050.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
05/16/2025	200 Lbs.	200 Lbs. Min.	\$175.00	\$350.00
200 Lbs. Total Material Handling Charges				\$350.00

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

WCSAD 2025
c/o: Arata Expositions, Inc.
c/o: SAIA
14719 San Pedro Street
Gardena, CA 90248

HOLD FOR STORAGE

SHIP TO ARRIVE BY MAY 16, 2025

EXHIBIT MATERIAL, DO NOT DELAY

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