

## MATERIAL HANDLING RATES

### WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:00 PM MON – FRI)

- |                                                                        | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|------------------------------------------------------------------------|-------------------|------------------------|
| • Storage at our advance warehouse up to 30 days prior to show opening |                   |                        |
| • Delivery to show site and placement at your booth                    | \$81.00           | \$162.00               |
| • Removal & return of empty containers                                 |                   |                        |
| • Loading of outbound shipments from show site                         |                   |                        |

### EXHIBIT HALL DIRECT SHIPMENTS

- |                                                         | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|---------------------------------------------------------|-------------------|------------------------|
| • Placement of materials at your booth                  |                   |                        |
| • Removal & return of empty containers                  | \$78.00           | \$156.00               |
| • Loading of outbound shipments from show site          |                   |                        |
| • Must have a certified weight ticket                   |                   |                        |
| • Must be sent during scheduled exhibitor install hours |                   |                        |

### UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

- |                                                                                                 | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|-------------------------------------------------------------------------------------------------|-------------------|------------------------|
| • Loose or pad wrapped materials can only be received at show site during exhibitor setup hours | \$122.00          | \$243.00               |

### LATE FREIGHT

- |                                                                              | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|------------------------------------------------------------------------------|-------------------|------------------------|
| • Freight received at warehouse less than 5 days prior to show move in times | \$27.25           | \$54.50                |
| • Late freight is an additional charge to the appropriate drayage rate       |                   |                        |

### OVERTIME

- |                                                                                | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|--------------------------------------------------------------------------------|-------------------|------------------------|
| • Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays | \$21.25           | \$42.25                |
| • Overtime is an additional charge to the appropriate drayage rates            |                   |                        |

### SMALL PACKAGE/SHIPMENT RATE

- |                                                             |                                  |
|-------------------------------------------------------------|----------------------------------|
| • Cartons/Envelopes weighing less than 30 lbs. per shipment | \$48.00 / small package shipment |
|-------------------------------------------------------------|----------------------------------|

### EMPTY CONTAINERS

Hubbell/Tyner will store exhibit materials/containers that have not been handled by Hubbell/Tyner prior to placement in your booth at the following rates:

**\$20.00 / each – Any fiber case, box or carton**

**\$43.00 / each – Empty wooden crates and skids/pallets**

**Please Note:** All shipments must be sent prepaid. Hubbell/Tyner will not accept C.O.D shipments.

**Please see the following page to estimate your material handling needs.**

### ESTIMATED MATERIAL HANDLING

#### SHIPMENT ADDRESSES

##### Advance Shipments:

Receiving dates: Sept. 10 – Oct. 3

Receiving hours: Mon – Friday 8:00am – 4:00pm

**To:** Exhibiting Company Name / Booth #

**For:** 11<sup>th</sup> Annual International Conference of  
Indigenous Archives, Libraries and Museums  
Hubbell/Tyner  
2110 Old Highway 8 NW  
New Brighton, MN 55112

##### Direct Shipments:

Receiving Dates and Times: Tuesday, Oct. 9, 2018

**To:** Exhibiting Company Name / Booth #

**For:** 11<sup>th</sup> Annual International Conference of  
Indigenous Archives, Libraries and Museums  
c/o Hubbell/Tyner  
Mystic Lake Casino  
2400 Mystic Lake Blvd NW  
Prior Lake, MN 55372

- Please use the freight labels included on the following pages.

##### Warehouse Advance Shipments (\*200 lb. Minimum Handling Charge)

Shipment Weight \_\_\_\_\_ ÷ \*100 = \_\_\_\_\_ x \$81.00 per 100 lbs = \_\_\_

##### Exhibit Hall Direct Shipments (\*200 lb. Minimum Handling Charge)

Shipment Weight \_\_\_\_\_ ÷ \*100 = \_\_\_\_\_ x \$78.00 per 100 lbs = \_\_\_

##### Uncrated or Specialized Carrier Shipments Direct (\*300 lb. Minimum Handling Charge)

Shipment Weight \_\_\_\_\_ ÷ \*100 = \_\_\_\_\_ x \$122.00 per 100 lbs = \_\_\_

##### Late Freight (200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

Shipment Weight \_\_\_\_\_ ÷ \*100 = \_\_\_\_\_ x \$27.25 per 100 lbs = \_\_\_

##### Overtime Freight (200 lb. Minimum Handling Charge)

Freight loaded or received after 4:30 pm Mon – Fri or weekends

Shipment Weight \_\_\_\_\_ ÷ \*100 = \_\_\_\_\_ x \$21.25 per 100 lbs = \_\_\_

**Total Estimated Material Handling \$** \_\_\_\_\_

The Recap of Orders form must be submitted with all orders.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

## **MATERIAL HANDLING INFORMATION**

### **Freezable/Controlled Environment Shipments**

Hubbell/Tyner does not have facilities for shipments that require refrigeration or a controlled environment. It is the exhibitor's responsibility to make arrangements for controlled environment storage. Hubbell/Tyner is not responsible for shipments that are not properly labeled.

### **Overtime**

Overtime charges apply to shipments that meet the following guidelines:

#### **Inbound Freight**

Shipments delivered to the advance warehouse and delivered to show site before 8:00 am or after 4:30 pm on weekdays or delivered anytime on weekends or holidays.

#### **Outbound Freight**

Shipments loaded after 4:30 pm on weekdays or anytime on weekends or holidays.

### **Late Freight**

Late Freight charges apply to shipments that meet the following guideline:

Shipments that arrive at the advance warehouse past the 5-day cut-off.

These shipments are subject to courier charges in addition to late freight charges.

### **Return Shipping**

Exhibitors are responsible for making their own return shipping arrangements, unless using Hubbell/Tyner's contracted carriers. Blank bills of lading & shipping labels will be available at the Hubbell/Tyner Service Desk. Hubbell/Tyner assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

### **Outbound Shipping Information**

- Outbound Bills of Lading must be completed and turned into the Hubbell/Tyner Service Desk on show site.
- A credit card is required for all material handling. Please complete the Credit Card Authorization and Recap of Orders form.
- Local Storage Services are available upon request.
- If you are shipping out of the show using your own freight carrier it is important that you have your own appropriate labels/tags. You will also need to schedule your shipper to arrive on show site to pick your shipment up the day that the show concludes.

SHIPPING LABELS

**Advance Shipment** \*late warehouse charges apply after: Oct. 3, 2018  
11<sup>th</sup> Annual International Conference of Indigenous Archives, Libraries and Museums

To: **HUBBELL/TYNER**  
**EXPOSITION SERVICES**  
2110 Old Highway 8 NW  
New Brighton, MN 55112



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.  
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

**Advance Shipment** \*late warehouse charges apply after: Oct. 3, 2018  
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