



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211  
Phone: (716) 896-6170 \* Fax: (716) 896-8908

**SHIPPING / MATERIAL HANDLING**

MAIL OR FAX THIS FORM TO HALE NORTHEASTERN ALONG WITH A SIGNED COPY OF "LIMITS OF LIABILITY" FORM

**BUFFALO WELLFEST**  
University of Buffalo Alumni Arena  
April 9 – 10, 2010

**Explanation of Drayage/Material Handling Charges:** **Urgent!** Please initial your understanding of these terms \_\_\_\_\_

- **Drayage is the process of accepting your freight, delivering it to your booth & storing your crates.** Charges apply for this service. Hale will provide storage labels at our on-site service desk & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. **All shipping to and from the show must be arranged through your own freight carrier.**
- **Any shipment arriving at the Receiving site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained,** regardless of having a credit card # on file.
- ALL SHIPMENTS MUST BE PRE-PAID – Collect shipments will not be accepted. **The exhibit facility has no provision for accepting or handling freight prior to the published receiving dates.**

**Avoiding Drayage Charges:**

- While on-site, you are welcome to intercept, sign for, and transport your own shipments at any time. Please be sure to have a representative on-site at the delivery point awaiting arrival. **Representatives must remain outside the Hale offices.** Please indicate your Drayage preference below.
  - YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE
  - NO, I WILL HANDLE MY OWN FREIGHT

**Outbound Freight:** **Urgent!** Please initial your understanding of the following terms \_\_\_\_\_

- **BECAUSE HALE NORTHEASTERN'S LEASE TO THE SHOW-FLOOR EXPIRES SHORTLY AFTER DISMANTLE, IT IS IMPERATIVE THAT ALL FREIGHT BE REMOVED FROM THE FACILITY BY THE PUBLISHED EXIT TIMES.** For this reason, if your preferred Carrier does not pick up within the time allotted for the removal of exhibits, **we reserve the right to forward such materials by the shipping method of our choice** or to remove said material to our warehouse for disposition. **HALE NORTHEASTERN, INC. SHALL HAVE AUTHORITY TO ENACT THIS POLICY WITHOUT FURTHER CLEARANCE FROM EXHIBITORS.** Hale Northeastern is not responsible for losses or overages that occur through the billing of their selected carrier. Exhibitors are responsible for all shipping costs and storage fees that may be incurred through this method.
- It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of inbound freight clearly and to complete a Hale Bill of Lading for each shipment. Hale Bills of Lading may be obtained at the on-site service desk.

**Inbound Drayage / Freight Handling Costs:**

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	Rates/100 lbs.		
				Less than 25 lbs	25 lbs – 200 lbs ** 200 lbs minimum **	over 200 lbs
ADVANCED FREIGHT April - April 8, 2010				\$25 for first item \$5 each add'l item	\$74.75 x 2 = \$149.50	Multiply by \$74.75

**Credit Card Authorization** to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Booth #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Account#: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ V-Code: \_\_\_\_\_

V-Code: MC, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Show-Site Representative: \_\_\_\_\_ Email: \_\_\_\_\_

