



Dear Exhibitor:

Rileighs Convention Services has been selected by Show Management as your official full-service contractor for decorating, drayage and labor for the PPTA Conference being held at The Hershey Lodge and Convention Center.

To help you with your decorating needs, we have enclosed all required forms. By returning the completed forms to our office, all equipment will be installed in your booth prior to your arrival. In the event you are not going to personally plan and supervise your exhibit, please forward this packet to the person you have appointed to be in charge.

PLEASE NOTE:

Each exhibitor will be provided with a 8' x 30" draped table. Shipping and electrical requirements should be ordered through the appropriate form(s) attached. The entire hall will be carpeted.

**IMPORTANT:**

The Hershey Lodge and Convention Center **HAS NO provisions for receiving and storing freight.** All required shipping information is enclosed. Please refer to our Freight/Drayage form.

Any Exhibit Materials that need to be shipped directly to the Convention Facility cannot arrive prior to your (exhibitor) set-up time(s) as indicated by Show Management. Shipment(s) that arrive at the Convention Facility prior to the stated set-up times or are received in the absence of the attending exhibitor **WILL BE CHARGED "DRAYAGE CHARGES"** in accordance with Service B-Direct Shipments. Advance shipments to warehouse are only received Monday thru Friday 8 AM – 4 PM (excluding holidays.)

In submitting your request for our services, please include your payment plus **6% Sales Tax** to receive discount price.

All services may be put on one of the Credit Cards listed on our forms. All orders placed during installation are to be C.O.D.

We are looking forward to being of service to you. If any additional information is needed, please contact our office.

Sincerely,  
Rileighs Convention Services

25 South Tenth Street • Harrisburg, PA 17101-2894  
(800) 421-5075 • (717) 236-5075 • Fax # (717) 236-9082

**DISPLAYS • EXHIBITS • SPECIAL EVENTS • CONVENTION SERVICES**

# DRAYAGE SERVICE ORDER FORM



**DRAYAGE CHARGES MUST BE  
PAID FOR IN ADVANCE  
PLEASE SUPPLY CHECK OR  
CREDIT CARD INFORMATION**

25 South Tenth Street  
Harrisburg, PA 17101-2894  
(717) 236-5075 FAX:(717) 236-9082



## COLLECT SHIPMENTS WILL BE REFUSED

### SERVICE A – ADVANCE SHIPMENT TO WAREHOUSE (Monday – Friday 8 a.m. – 4 p.m. (Excluding holidays).

Shipments of common freight and crated/cartoned materials will be received at the warehouse and delivered per shipping instructions. All weights will be rounded to the next higher hundred weight. (1-CWT= 100 LBS.) Weight will be estimated if not included with inbound paperwork. Must be received by 4/15/09 . Freight received after 4/15/09 will be charged an additional \$10.00 per CWT with a \$20.00 minimum.

**Straight Time Rates \$40.00 per CWT per shipment – 2 CWT minimum or \$80.00 per shipment.**  
**Overtime Rates \$60.00 per CWT per shipment – 2 CWT minimum or \$120.00 per shipment.**

### SERVICE B – DIRECT SHIPMENTS (See exhibitor set-up times)

Shipments will be received at show site during installation period only as per shipping instructions. All weights will be rounded to the next highest weight (CWT). Bills of lading stipulating weight must accompany shipments. Cubic or dimensional weights will be invoiced as stated weight at time of delivery unless a weight certificate is attached. No credits will be issued.

Straight Time Rates:	Crated/Cartoned	\$35.00 per CWT per shipment	<u>2 CWT minimum</u>	\$70.00
	*Uncrated	\$60.00 per CWT per shipment	<u>2 CWT minimum</u>	\$120.00
Overtime Rates:	Crated/Cartoned	\$47.50 per CWT per shipment	<u>2 CWT minimum</u>	\$95.00
	*Uncrated/Unskidded	\$80.00 per CWT per shipment	<u>2 CWT minimum</u>	\$160.00

\*The entire shipment will be classified if any part of shipment is uncrated or unskidded.

**(Overtime rates apply when set up/dismantle is before 8:00 A.M. or after 4:30 P.M. Monday – Friday; on Saturday, Sunday or Holidays)**

**Credit card information must be completed for special services.** UPS charges, if billed to Rileighs Convention Services, will be invoiced to your credit card plus 25% service charge. Special service charges are in addition to our standard Drayage Rate.

- Return to warehouse for storage, shipment by designated carrier, customer pickup, UPS outbound shipments  
**Rate \$12.50 per CWT – 2CWT minimum \$25.00**
- When only crate and carton storage is needed  
**Rates \$25.00 per crate, \$15.00 - display case, \$7.50 per carton - \$25.00 minimum**

Advance Shipping	To: (Name of Exhibitor & booth number)	To: (Name of Exhibitor & booth number)	Direct Shipping
Warehouse Address	For: <b>PPTA</b> C/O Rileighs Conv. Serv. 25 South Tenth Street Harrisburg, PA 17101 (717) 236-5075	For: <b>PPTA</b> C/O Rileighs/HLCC W. Chocolate & University Dr. Hershey, PA 17033	On-Site Address
Deadline Date			Shipments will not be accepted before exhibitor's move-in Date of:
<b>4/15/09</b>			<b>4/22/09</b>

**PLEASE SEND COPY OF BILL OF LADING TO RILEIGHS FOR TRACING PURPOSES. PLEASE ENTER OUR ORDER FOR SERVICES SUBJECT TO SHIPPING INFORMATION AND DRAYAGE INSTRUCTIONS AND LIMITS OF LIABILITIES SEEN FOLLOWING THIS PAGE:**

Name of Show: PA Public Transportation Assn. Booth #: \_\_\_\_\_  
 Name of Firm: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By(Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Weight: \_\_\_\_\_ # of pieces: \_\_\_\_\_ Estimated Arrival: \_\_\_\_\_  
 \_\_\_\_\_ CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total Amount: \_\_\_\_\_

**Please send check(s) or completed credit card form.**

**Rev 04/01/H This form and all inclusive forms must be returned to the address above.**

## **Shipping Instructions and Drayage Information**

### **Advance Warehouse**

Common carrier shipments consigned to the warehouse should arrive no later than 4/15/09. The services included within drayage fee are, up to thirty (30) days free storage prior to show setup, exhibit materials are delivered to your booth prior to or during installation, empty crates and cartons will be stored during the event and exhibit materials will be loaded on the outbound carrier from show site.

Any shipments received after 4/15/09 will be charged an additional \$10.00 per CWT with a \$20.00 minimum.

**ALL SHIPMENTS MUST BE PREPAID! COLLECT SHIPMENTS WILL BE REFUSED! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!**

### **Direct to Show Site**

Shipments will be received at show site during exhibitor move-in hours only. Any freight received will be placed in the exhibitors' booth, crates and cartons will be stored during the event and freight will be loaded onto the outbound carrier from show site. If special positioning is required for any equipment please order the appropriate labor using the Labor Order Form.

The convention facility does not have any storage facilities for receiving or storing materials. All freight shipped to arrive prior to 4/22/09 **MUST** be shipped to the Rileighs warehouse. Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **Outbound Shipments**

All outbound shipments require an outbound bill of lading. This may be obtained from the Rileighs Service Desk. Once the shipment is packed and labeled the bill of lading **MUST** be returned to the Rileighs Service Desk. Any carrier other than the show carriers must be notified by the exhibitor to pick up their shipments at the appropriate time. In the event that a carrier fails to pick up a shipment Rileighs Convention Services, LLC reserves the right to reroute the shipment onto the show carrier. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company via the show carrier at the exhibitors' expense.

## **Return to Warehouse**

Outbound shipments may be returned to the Rileighs warehouse at the close of the show to be picked up by a designated carrier or sent out via UPS. All shipments returned to the warehouse will be charged an additional \$12.50 per CWT with a \$25.00 minimum. If a carrier other than UPS will be picking up a shipment it is the exhibitors responsibility to schedule a pickup with the carrier. All return to warehouse shipments must be coordinated with the Rileighs Service Desk.

## **Payment**

**RILEIGHS CONVENTION SERVICES REQUIRES A CREDIT CARD ON FILE FOR ALL MATERIAL HANDLING SERVICES. ALL SHOW CHARGES MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.**

## **Safety and Security**

Rileighs Convention Services, LLC will not be responsible for the condition, count or contents of materials once they are placed in the booth. This applies even if the exhibitor is not present when the materials are delivered or picked up. All orders received by Rileighs prior to the removal of materials are subject to final count and correction made at the time of actual removal.

The handling of loose, inadequately packed or unskidded materials will be done at the exhibitors risk. Rileighs will not be responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

## **Certified Weight Tickets**

Certified weight tickets may be requested on shipments containing pieces weighing over 1000 lbs. at either the warehouse or show site. ALL shipments containing machinery or uncrated material MUST have a certified weight ticket.

## **Insurance**

Exhibitors are urged to carry all-risk insurance covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Rileighs Convention Services, LLC is not an insurer, that insurance, if any shall be obtained by the exhibitor and the amounts payable to Rileighs Convention Services, LLC are based on the value of the material handling services and the scope of Rileighs Convention Services, LLC liability as set forth above.

## **\*LIMITATIONS OF RILEIGHS CONVENTION SERVICES LIABILITY & RESPONSIBILITY\***

- A. **Rileighs** shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. **Rileighs** shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitor's booth.
- C. **Rileighs** shall not be responsible for loss, theft, or disappearance before they are picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to Rileighs by exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- D. **Rileighs** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond its control.
- E. **Rileighs** liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. Rileighs maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. **Rileighs** shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE RECEIVED.** All outbound shipping charges are the exhibitor's responsibility.
- H. All shipping charges are the responsibility of the Exhibitor.
- I. **NOTE:** Shipments left in the booth for which no disposition is provided or if the requested carrier fails to pick up shipment or refuses the shipment, RILEIGHS reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Rileighs will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to store exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other third parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.