



6. SHIPPING INFORMATION

6.1 MATERIAL HANDLING CHARGES

On-site material handling consists of the delivery of your freight from the loading dock to your booth during move-in and the removal of freight from your booth to the loading dock during move-out. **On-site material handling charges are included in your booth fee**, with the exception of shipments sent via small package carriers (UPS, FedEx, DHL, Airborne, etc.) and a shipment handled on overtime or after the Show has opened. Please refer to the **Freeman Material Handling form** for pricing information.

6.2 INBOUND DOMESTIC SHIPMENTS

There are several methods to ship your product and display to the Show:

1. Shipments in advance to the Freeman warehouse:

- Shipments may be received beginning on Monday, **June 14, 2010**
- All shipments received at the Freeman warehouse will incur warehouse charges. Some shipments may incur overtime charges. Refer to the **Freeman Material Handling form** for rates.
- Shipments received after **July 6, 2010** will also be assessed a late fee. Refer to the **Freeman Material Handling form** for rates.
- Please note the Freeman Warehouse will be closed on July 5th in observance of the holiday.
- All shipments must be sent pre-paid.
- Shipments may be received at the Freeman warehouse from 8:00 AM – 3:30 PM, Monday – Friday.
- Warehouse shipments must be properly boxed, crated or palletized. Loose shipments will be refused.
- You may wish to track your shipment and/ or contact Freeman prior to going on-site to confirm that your shipment has been received at the warehouse.
- **Shipments should be addressed as follows:**

California Gift Show
(Exhibiting Company Name and Booth Number)
c/o Freeman
900 East Santa Ana Street
Anaheim, CA 92805

2. Direct shipments to the LACC via recommended carrier or the carrier of your choice:

- You may ship via either of the following recommended carriers, or with the common carrier of your choice. The recommended carriers will offer you discounted rates.

Freeman Exhibit Transportation (services entire United States) (800) 995-3579
Roadway (services entire United States) (800) 531-3976

- Shipments may be received at the LACC from 8:00 AM – 4:30 PM on Wednesday, July 14 and Thursday, July 15. Shipments arriving prior to July 14 will be refused.
- Call your carrier in advance to determine when you should ship to meet these deadlines. Shipments sent too early may incur demurrage charges, while shipments sent too late may not arrive in time for set-up.
- Drivers may check in beginning at 8:00 AM, and will be unloaded on a first-come, first-served basis.
- Drivers must check in by 2:00 PM to avoid overtime charges.
- Shipments sent via common carrier and delivered between 8:00 AM and 4:30 PM on Wednesday and Thursday will not incur material handling charges.
- Common carrier shipments delivered on overtime or after show opening will incur material handling charges. Refer to the **Freeman Material Handling form** for rates.
- All shipments must be sent pre-paid.
- Please bring the tracking or PRO numbers for your shipment and the contact information for your carrier with you to show site.

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- **Shipments should be addressed as follows:**

California Gift Show
(Exhibiting Company Name and Booth Number)
c/o Freeman
Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015

3. Direct shipments to the LACC via airfreight or a small package carrier:

- Shipments sent via airfreight or small package carrier (UPS, FedEx DHL, Airborne, etc.) will incur material handling charges. Refer to the **Freeman Material Handling form** for rates.
- Shipments sent via these methods often arrive at the LACC without being sorted by the carrier. Material handling charges cover the cost of on-site sorting by Freeman. This sorting process may also delay the delivery of your shipment to your booth.
- Shipments may be received at the LACC from 8:00 AM – 4:30 PM on Wednesday, July 14 and Thursday, July 15. Shipments arriving prior to July 14 will be refused.
- Call your carrier in advance to determine when you should ship to meet these deadlines.
- All shipments must be sent pre-paid.
- Please bring the tracking or PRO numbers for your shipment and the contact information for your carrier with you to Show site.

- **Shipments should be addressed as follows:**

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Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015

- Shipments sent via airfreight or small package carriers to the Freeman warehouse in advance will incur warehouse charges, but will also improve the likelihood of a timely delivery. Please see item number 1 above for details.
- Shipments received without individual carrier receipts or freight bills (UPS, FedEx, Express Mail, etc.) will be delivered to your booth without a guarantee of piece count or condition. Freeman and MMPI assume no liability for such shipments.

4. Delivering to the LACC in your own vehicle:

- Shipments may be received at the LACC from 8:00 AM – 4:30 PM on Wednesday, July 14 and Thursday July 15. Shipments arriving prior to July 14 will be refused.
- Drivers may check in at the loading dock for your hall beginning at 8:00 AM. (Refer to the **Delivery Check-In Map** for directions.) Your vehicle will be placed in line and will be unloaded on a first-come, first-served basis as space becomes available.
- Drivers must check in by 2:00 PM to avoid overtime charges.
- Shipments received on overtime or after Show opening will incur material handling charges.

- **Shipments should be addressed as follows:**

California Gift Show
(Exhibiting Company Name and Booth Number)
c/o Freeman
Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015



6.3 INBOUND INTERNATIONAL SHIPMENTS

Due to heightened security at U.S. ports of entry and heavy traffic in the Port of Los Angeles, some international shipments may be delayed for inspection. We strongly recommend consulting with your carrier and your customs broker to determine when to ship your product to ensure timely delivery.

Phoenix International Business Logistics is the recommended provider of customs brokerage, international freight forwarding, international transportation and related services. Phoenix International Business Logistics and their international partners can assist you in shipping your product and booth display to the CGS and clearing US Customs either permanently or temporarily. Refer to the **California Gift Show International Shipping form** for more information.

The U.S. Food and Drug Administration (FDA) have recently implemented new regulations and guidelines regarding the shipment of food, beverages and goods for animal or human consumption. The provisions of this law apply even for shipments that contain small amounts of food or beverage products no matter how insignificant including candy, mints, coffee, tea, sugar bags, etc. that are typically packed by exhibitors for use in their booth or to give away. Exhibitors should not ship food in the same containers as non-food items.

NOTE: U.S. Customs and Border Protection has recently begun enforcing new regulations regarding wood packing material (crates, pallets, etc.) We encourage you to contact a customs broker prior to shipping any wood packing material from outside the U.S.

6.4 CLOSE OF SHOW

Buyers are **NOT ALLOWED** on the Exhibit Floor during breakdown. If you have to meet a buyer after the Show closes, please arrange to meet them outside of the Exhibit Hall at a specific time. Show Management cannot be responsible for making these arrangements or attempting to get the parties together.

Dismantling and Move-Out Dates And Hours

Monday, July 19	4:01 PM – 10:00 PM
Tuesday, July 20	8:00 AM – 1:00 PM

The return of your empty containers will begin once all attendees have exited the show floor and the aisle carpet has been removed. We estimate that the empty return will be completed by 9:00 PM. You can assist in expediting this process by keeping the aisles clear while packing.

You are required to wear your exhibitor badge at all times while on the Show floor.

Exhibits or product not dismantled and/or packed by 12:00 PM on Tuesday, July 20 will be dismantled and/or packed by Freeman and sent to exhibitor at their risk and expense.

6.5 OUTBOUND SHIPMENTS

You are required to either contact your carrier to arrange for shipment of your freight or to arrange for the removal of your shipment from the LACC via your own vehicle (POV). In the event that your carrier or POV fails to collect your shipment, Freeman reserves the right to re-route your shipment. All outbound shipments not removed by **12:00 PM on Tuesday, July 20** will be re-routed by Freeman at the exhibitor's risk and expense. Any items that are not properly labeled will be discarded.

Each outbound shipment must be accompanied by a Material Handling Agreement (MHA), which is available on-site at the Freeman Service Desk. You must complete an MHA for each shipment from your booth and turn in your MHA(s) at the Freeman Service Desk before leaving the LACC. The Freeman Service Desk will close at 10:00 PM on Monday, July 19.

If you sell part or your entire booth to a third party who will be picking up the freight in their own vehicle, you must complete an MHA listing the purchaser as the carrier. You are responsible for packing your booth, and cannot delegate this task to a third party.



Freeman Exhibit Transportation will offer outbound ground and air shipping. You may reach them at (800) 995-3579 for pricing information in advance, or contact their representative on-site at the Freeman Service Desk.

6.6 OUTBOUND CARAVANS

Freeman Exhibit Transportation will offer service to The Chicago Market: Living and Giving and other upcoming markets. See the **Freeman Exhibit Transportation Caravan form** for information. Freeman Exhibit Transportation will offer service to any other market not listed. You may reach them at (800) 995-3579.

Neither the California Gift Show, MMPI, nor any of our contractors involved with the handling of the exhibit material can be held responsible for delivery delays, or lost or damaged product. You are welcome to make arrangements with another carrier to transport your Show material.