

## OUTBOUND FREIGHT PROCEDURE

TO ASSIST YOU WITH ARRANGEMENTS FOR OUTBOUND SHIPMENTS, WE WILL HAVE A SERVICE DESK TO PROVIDE YOU WITH LABELS, BILLS OF LADING AND SHIPPING INFORMATION

**ALL CARRIERS ARE REQUIRED TO CHECK IN AT STAGING**

**Aeronet Worldwide is the appointed show carrier and outbound arrangements have already been made with them.** If it is your preference to use a carrier other than Aeronet Worldwide, it is your responsibility to make the necessary pick up arrangements from show site and a bill of lading must be turned in at the service desk for all types of shipments. Carriers should arrive prepared with the exhibiting company name, number of pieces, and destination for any shipment they are picking up. *No freight will be loaded onto any carrier without this information!* Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments. In the event your designated carrier does not make the pick up at the allocated time, Informa Markets US Boat Shows reserves the right to force any shipment onto Aeronet Worldwide trailers in order to vacate the show grounds. Should you use Federal Express, UPS Ground, UPS Air, Airborne, or any other air freight forwarder, it will be necessary for you to provide the appropriate shipping document with your account clearly visible and affix the necessary document to each item being shipped. When contacting the carrier for pick up arrangements either at show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with the confirmation numbers and complete a bill of lading for our reference. Any shipment not picked up at show site or where no disposition is made will be returned to the warehouse and will incur a return fee along with applicable storage charges. These charges are in addition to the material handling rates. All charges for services performed must be settled before any shipment will be released to any carrier.

**To be completed for reference only. A bill of lading must be submitted by exhibitor at show site.**

**Ship To:**

Company Name  Attention   
 Address  Country   
 City  State  Zip Code   
 More than 1 shipping destination?  Yes (attach additional information)  No  
 Type of Carrier:  Air  Motor Freight  Show Carrier (**Aeronet Worldwide**)  Other

*Note: All outbound shipments will be shipped collect unless otherwise specified.*

Bill Charges To  Phone  Address   
 City  State  Zip Code

**INFORMA MARKETS US BOAT SHOWS IS NOT RESPONSIBLE FOR ANY DAMAGE CAUSED TO YOUR FREIGHT, INCLUDING ITS' CONTENTS DUE TO INCLEMENT WEATHER CONDITIONS. IT IS SOLELY YOUR RESPONSIBILITY TO COVER OR OTHERWISE PROTECT YOUR FREIGHT FROM ANY SUCH UNEXPECTED OCCURRENCES.**

Company Name: \_\_\_\_\_ Space #: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_ On-Site Cell: \_\_\_\_\_  
 Name (print or type): \_\_\_\_\_ Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions

**IMPORTANT INFORMATION:** \*Shipments must arrive prepaid. \*No collect shipments will be accepted. \*Phone orders will NOT be accepted. \*Adjustments to your invoice will not be made after the close of the show. \*A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. \*In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.