

Shipping Information: Logistics Services/Transportation



AFC LS is a premium logistics provider of global freight logistics solutions, including: Tradeshow Logistics, Airfreight, Expedited Freight Services, Ocean Transportation, Full Truckload and Less than Truckload, Full White Glove Services, and Specialty Project logistics within the United States and Internationally.

Along with Online Tracking, Inventory Management and Integration Technologies our team uses a hands-on approach to provide a personal touch to each of our customers hand crafted solutions.

AFC LS offers a robust logistic solution portfolio and will exceed your expectations.



AFC LS Exhibitor Services Contact:

Felicia Nichols

Tradeshows@afcls.com

877-837-3178 (P) 678-354-1183 (F)

AFC LS – Onsite Information Desk:

An AFC LS onsite information desk will be available at the show on the Lobby Level near **The Marketplace**

AFC LS Onsite Information Desk Hours:

Thursday, April 16th - 8:00 AM- 5:00 PM

Friday and Saturday – 11:00 AM – Close of Show

Sunday, April 19th - 11:00AM-9:00 PM

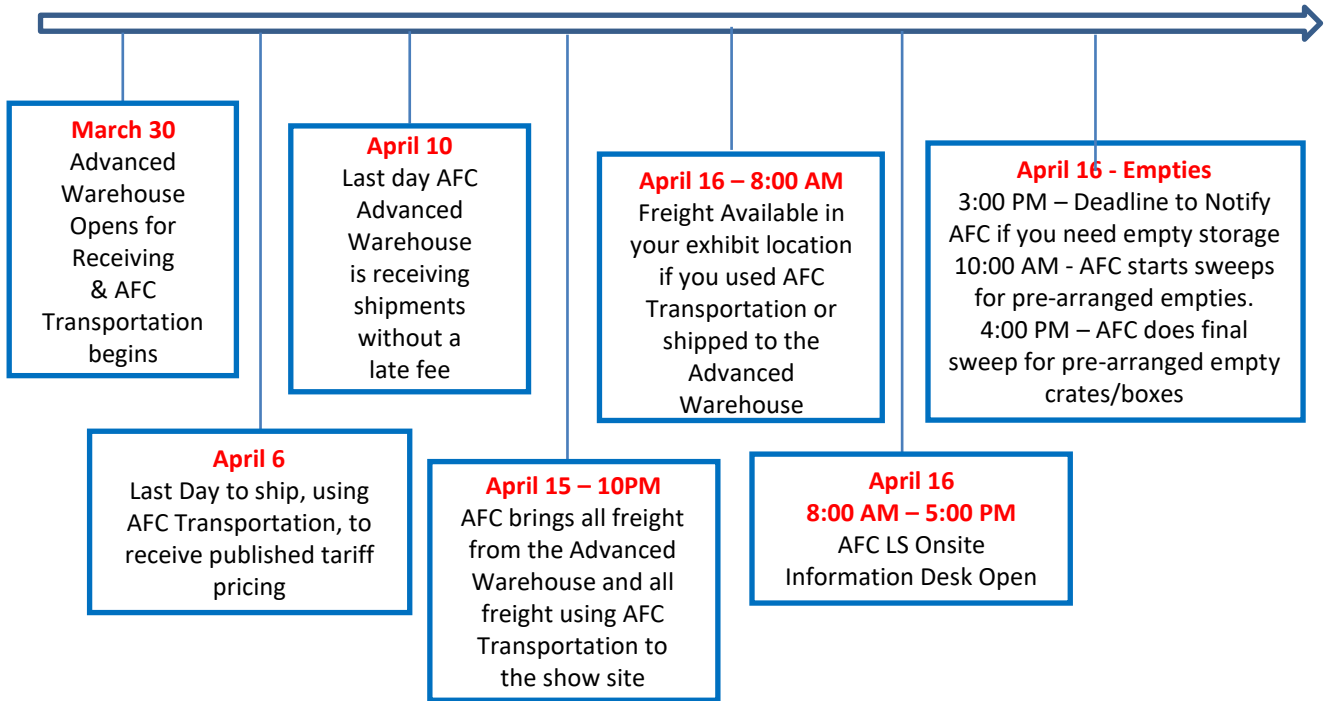
If you have any question please contact AXPONA's primary freight contact, Felicia Nichols, at the above number or reach-out to AXPONA's Operations Team, Lou Mancini, 203 416 1926, lou@jdevents.com or Melissa Cercone, 203 416 1928, melissa@jdevents.com.

AXPONA

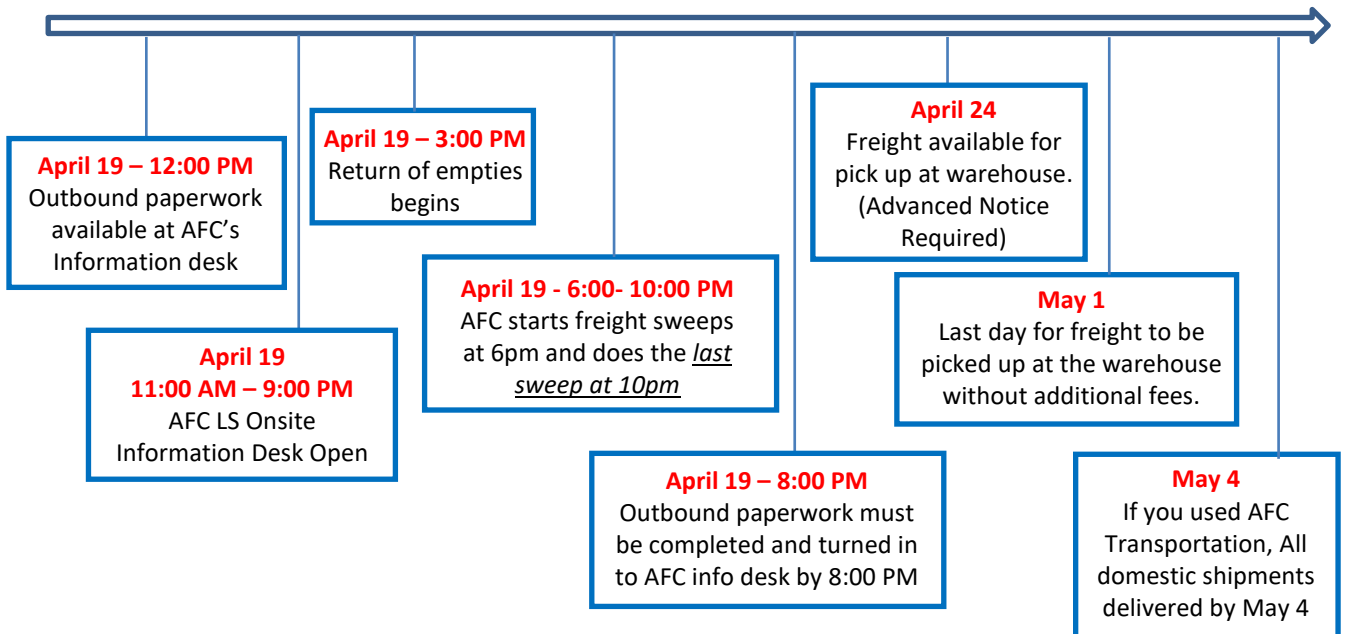
AUDIO EXPO NORTH AMERICA



Inbound / Move In Timeline



Outbound Timeline



General Information

AXPONA offers exhibitors three options to get their goods and exhibition materials to the Show Site.

Options:

- **AFC Transportation (info starts on page 7)** - AFC LS will transport your goods from origin location (office, store, etc) to the Show Site. Transportation price includes drayage. Shipping tariff applies.
- **Drayage Only/AFC Advanced Warehouse (info starts on page 4)** – Exhibitor arranges freight transportation to the Advanced Warehouse through a carrier of their choice. AFC LS will move the goods from the Advanced Warehouse to the Show Site. Drayage fees apply.
- **Hand Carry – Use Own Trucks, Vans, Cars** – Exhibitors can hand carry their own merchandise to the Show Site.

Exhibitors are responsible for bringing their own moving equipment and will be held liable for any damage to the hotel.

AFC LS will have on site moving equipment available for rent as well as labor for those who need it. Equipment and labor is on a first come, first serve basis.

Third Party Freight Carriers - Delivery to the Hotel – Third Party Freight Carriers will not be allowed to deliver directly to the Show Site. The Show Site will **NOT** accept freight and shipments will be refused.

Shipping Label – AFC Advanced Warehouse & AFC Transportation

All shipments sent to the AFC Advanced Warehouse or all shipments being sent via AFC Transportation should be labeled accordingly:

**AFCLS/E&A
2317 LANDMEIER RD
c/o AXPONA 2020
ELK GROVE VILLAGE, IL 60007
For: (Your Company Name and Room
Number)**

**Important Note: Please make sure
all old labels are removed or
blacked out.**

General Information (Cont'd)

Empty Carton/Crate/Box Storage

Exhibitors should use their room's bathroom for storage first.

If you have additional boxes or crates that need to be removed you will need to make arrangements with AFC by 3:00 PM on Thursday, April 16th. The Storage cost is \$125. (up to 4 skid spots). AFC will start doing sweeps for pre-arranged empties at 10:00 AM on Thursday, April 16th and will do the final sweep for pre-arranged empties at 4:00 PM on Thursday, April 16th.

Only the empties in the hallway that are pre-arranged for storage will be picked up.

There are no pickup services on Friday, April 17th for empties.

During move out the first empties will start to be returned at 3:00 PM.

Oversized Freight

If a piece is too tall, wide, or heavy for standard placement??

Oversized freight will need to be broken down on the ground level and will result in additional labor charges.

Exhibitors must be present while AFC LS breaks down the freight. Labor charges may apply.

Freight Larger than 32" W

Any crate, case or box that is larger than 32"W will need to be broken down outside the freight elevator on each floor due to the size of the exit doors in the freight elevator area. Once AFC LS breaks down the freight it will be brought to the exhibit room via dolly/cart.

Pallets

Regular sized Pallets (see oversized freight above) will need to be broken down outside the freight elevator on each floor due to the size of the exit doors in the freight elevator area. Once AFC LS breaks down the pallet the freight will be brought to the exhibit room via dolly/cart.

Freight Elevator

6'10" High

40" Wide

62" Deep

The ceiling in the elevator is dry wall and cannot be removed.

AXPONA needs to know how you plan on getting your freight to the Renaissance.

Are you using AFC? – Advanced Warehouse or Transportation

Will you need access to the Truck Dock? Are you Hand Carrying?

Please notify Melissa Cercone by March 16th. You can email her your plans or call her, Melissa@idevents.com or 203-416-1928.

Shipping Tariff and Fees

SHIPPING TO/FROM: AXPONA 2020

All shipments can be tracked by visiting www.afcls/track.htm and chose domestic option

Minimum \$175.00

Shipping From Contiguous U.S.: \$0.70 per pound up to 1999 pounds

\$0.63 per pound above 2000 pounds

****Dim weight will be used if higher than actual weight -**

(Length x Width X Height/200)

Above shipping rate **INCLUDE** all drayage from warehouse to show site

Must ship by April 1st in order for rates to apply

(Fuel Surcharge Applies)

- Liftgate pick up or delivery \$50.00 per occurrence
- Inside pick up or delivery \$0.05 per pound or \$35.00 minimum, per occurrence
- Residential pick up or delivery \$35.00 per occurrence
- Special Pick up or delivery \$75.00 per occurrence. delivery that is between 1700-0800, or any pick up or delivery on weekend or holidays.
- Out of Area pick up or delivery \$0.15 per pound or \$35.00 minimum (“beyond” is defined as a pick up or delivery that is 30 miles or more from a major metropolitan area)
- Additional insurance can be purchase at a rate of \$0.75 per \$100.00 of requested value; a minimum of \$30.00 will apply.
- Local pick or delivery \$0.40 per pound, \$70.00 minimum (over 2000lbs call for quote)
- A collections fee of \$75.00 per occurrence will apply to any payment that is declined, or is not collected at the show
- AFC will offer labor for unpacking, moving, general labor at \$30.00 per man hour; one (1) hour minimum applies.
- On-Site/Off-Site Storage: \$125 per vendor (max: 4 skid positions)
- **Current Fuel Surcharge will apply to all shipments**

Drayage / AFC Advanced Warehouse

Drayage Fees (From warehouse to Show Site & Show Site to warehouse)

The Drayage fee schedule for transportation to and from the Show Site(s) is as follows:

Minimum Charge	\$175.00 (one way)
Up to 999 pounds	\$0.40 per pound (one way)
1000 to 1999 pounds	\$0.35 per pound (one way)
2000 pounds or more	\$0.25 per pound (one way)

Example: box weights 300lbs. $300 \times .35 = \$105$ Your charge would be \$160.00

Example: Crate weights 1005lbs. $1005 \times .35 = \$351.75$ Your charge would be \$351.75

Important Note –

How Drayage Fees Are Assessed: Drayage fees are assessed each way. For example, if you have 1 box that weighs 1005lbs and your drayage fee is \$351.75 (see example above) on the way to the Show Site that same box returning to the warehouse may only weigh 675lbs which means your drayage free returning to the warehouse is \$236.25.

Drayage Fee Waiver: The drayage fee will be waived if AFC provides freight transportation to and from the show and the origin is outside of the Chicago area.

The Fuel surcharge will not be charged on drayage but will be assessed on all inbound and outbound transportation if using AFC transportation.

Advanced Warehouse Receiving Dates

Monday, March 30th through Friday, April 10th **

**Shipments received at the warehouse after April 10th are subject to a \$100.00 additional surcharge.

Warehouse Contact Information

Felicia Nichols Phone: 877-837-3178 Fax: 678-354-1183 Email: Tradeshows@afcls.com

Delivery to Show Site

All shipments going through the warehouse will be delivered directly to the assigned room by Thursday April 16th at 8:00am.



AFC Release of Room

Vendors will not be allowed to take possession of rooms until AFC has released the room and confirmed freight has been delivered to the room.

Shipment Labeling

Shipping Label:

All shipments should be addressed EXACTLY as follows:

AFCLS/E&A
2317 LANDMEIER ROAD
c/o AXPONA 2020
ELK GROVE VILLAGE, IL 60007
For: (Your Company Name and Room Number)

*****Failure to properly label freight may cause delay and mis-delivery. Vendor will be responsible for all additional charges to re-consign and re-direct mis-delivered freight.***

IMPORTANT: (IF SHIPPING MULTIPLE PIECES ON SKIDS - PLEASE LABEL EACH PIECE OF YOUR SHIPMENT WITH VENDOR NAME AND ROOM NUMBER) & REMOVE OR CROSS OUT ALL OLD LABELS!!!!



Move Out – Outbound Freight Handling / Drayage

AFC Onsite Information Desk – Sunday, April 19TH from 12:00 PM – 9:00 PM

**Outbound Paperwork – Must be completed and handed in by 8:00 PM to the
AFC Onsite Information Desk**

AFC will begin freight sweeps at 6:00 PM. Last sweep is at 10:00 PM.

**All shipments will be palletized at the hotel for transport back to the Advanced Warehouse.
Upon receipt at the warehouse, items will be re-weighed.**

Carriers can pick up from the AFC warehouse between April 24th and May 1st.

Additional Fee: Any shipments remaining in the Warehouse after May 1st will be subject to additional warehousing fees. The fee is \$75/week. For example, if your carrier picks up from the warehouse on May 4th you will be charged an additional \$75 or if your carrier picks up from the warehouse on May 14rd you will be charged an additional \$150 (\$75x2).
