



EXHIBITOR BULLETIN

Please use this as a tool to make your logistical portion of UFC Fan Expo a more positive one.

HOW TO GET YOUR PRODUCTS & BOOTHS INTO THE DIRECT ENERGY CENTRE:

If you are a POV using the cart service or unloading yourself you will go directly to the Direct Energy Centre. There will be signs directing you to the Freeman area at the Dock. If you arrive with truck/van, trailer for freight service you will go to the Freeman Marshaling Yard.

BRINGING ITEMS IN THROUGH THE MAIN ENTRANCE

You won't be charged for hand carriers or hand operated trucks going this way. The loading dock in the back of hall C is easier to hand carry items.

WHAT IS DEFINED "WHEELED"- ARE THERE ANY OTHER REGULATIONS?

- Must be full time company employee of the exhibiting company
- Must be off loading from a COV (Company Owned Vehicle)
- Must use only hand operated equipment (which is provided by exhibitor)- two-wheeled hand trucks and four-wheeled flat trucks are permitted

WHERE IS POV?

The POV unloading area will be located in the Industry Building of the Direct Energy Centre.

WHAT IS THE POV COST EACH WAY?

Cartload for one (1) trip, (one way from the dock to your booth or your booth to the dock) is \$60 (each way) at the straight time rate. Max load is 250 lbs. This service will be available during move-in and move-out. If you arrive with truck/van or trailer filled with exhibit material, you will not qualify for this service and will be redirected to the Freeman Marshaling Yard.

WHAT DEFINES POV (Privately Owned Vehicles)?

- POV is a vehicle primarily designed for passenger use such as a car, pickup, small mini-van or SUV.
- POV is NOT a closed body truck with dual wheels.
- POV is NOT a truck, utility van, or trailer pulled by another vehicle. Personal vans filled with your exhibit materials will be required to utilize material handling services provided by Freeman.
- POV can be unloaded/loaded by hand or an apparel rack. Wheeled carts are not permitted.
- Exhibitors who require more than 20 minutes unloading or require equipment to unload must use material handling services.
- The determination of POV service vs. material handling will be made at the discretion of management.
- POV is aimed at exhibitors requiring minimal assistance to move-in and move-out.
- POV is intended to allocate valuable loading space and provide cost-effective labor crews during the move-in and move-out process.

DRAYAGE- WHAT IS IT? WHAT DOES IT INCLUDE?

- **This is priced by weight**

Drayage is moving freight from the loading dock to your booth. Empty container pickup, load, remove to outside facility, store, return, unload, deliver to your booth, re-load for shipping, management labor at each door, equipment, transportation, maintenance, marshalling yard rental, trailer & driver, security, facility rental, workers compensation, liability insurance, communication equipment, tight move-in/move-outs, weather issues, traffic, damages & repairs.

- If your shipment is sent to the warehouse and then brought to your booth- you will be charged for drayage
- If your shipment is taken off a non – pov truck – you will be charged for drayage
- If a fork lift takes your equipment to your booth- you will be charged for drayage

To avoid drayage fees- see POV and Hand Carry

PRICING

See attached

ONE WAY RATE- WHAT QUALIFIES?

This special reduced rate is only for shipments that will require no outbound shipping and are items that are being handed out- **this includes retail merchandise and items that will be sold and not taken back**. These items will need to be properly labeled when arriving to expo site. Please use the attached labels- it is the only way to get the one way rate.

Machinery/Equipment Rate- This is a special discounted rate for equipment or machinery that will be in your booth. Make sure these items are labeled Machinery or Equipment (see attached for prices)

PACKING TO THE NEAREST 100 LB

When packing, be aware of your weight, drayage gets rounded up to the nearest hundred. If your skid ways 310 lbs you will be charged for 400 lbs. You may want to add other items to your shipment or remove some so that you get the best value for your money.

MOVE-IN HOURS*

The installation of exhibits will take place during the following schedule. Obviously, your installation cannot begin until your freight is delivered.

Wednesday, April 27	12 PM – 5 PM
Thursday, April 28	8 AM – 5 PM

** Note: OVERTIME CHARGES APPLY to any work performed before 8 AM and after 4:30 PM on weekdays and anytime on Saturday or Sunday.*