

URGENT

IMPORTANT

NOTICE

DOCKSIDE FREIGHT

No shipment of any kind will be accepted at the Baltimore Convention Center prior to Wednesday, January 28, 2009.

Any shipment sent to the Convention Center will be received by the Reber-Friel Company and will be invoiced at \$ 63.00/cwt with a 100 lbs. minimum.

The credit card information **MUST** be filled out and returned to the Reber-Friel Company by January 16, 2009 so that your freight will be delivered to your booth space.

Any shipments that are received without payments or credit card information, whether dockside or warehouse will **NOT** be delivered to your booth until payment is received!

Your Cooperation is Appreciated – Reber-Friel Company

Baltimore Convention Center – Shipping Address
One West Pratt Street
Baltimore, MD 21201



A.E.T.A. INTERNATIONAL EXPO

January 31 – February 2, 2009
Baltimore Convention Center
Baltimore, MD

Please prepare and return to:
Reber-Friel Company
Convention & Exposition Services
550 South Henderson Road
King of Prussia, PA 19406
Telephone # (610) 265-7310 Fax # (610) 265-7390

Advance Rate Deadline Date
January 16, 2009

Freight and Payment must be received by this date or SURCHARGE applies.

FREIGHT HANDLING FORM

ADVANCED INBOUND SHIPMENTS (WAREHOUSE)

LAST DAY OF ACCEPTANCE: January 26, 2009

Please send all shipments PREPAID. Reber-Friel Company will receive and store merchandise up to 30 days prior to show. Freight will be placed in booth at Show Site. Empties will be removed and stored until the close of the show, at which time they will be returned to booth. Outbound freight will be loaded out onto designated show carrier at show site. **Shipments received after January 26, 2009 are subject to additional special freight charges for truck to drive to show site and back.**

DOCKSIDE INBOUND SHIPMENTS

Reber-Friel Company will be available at the facility only during move-in hours to receive, unload and place merchandise in booth.

FREIGHT HANDLING CHARGE PER HUNDRED WEIGHT (cwt.)

*** RATES ARE BASED ON THE TOTAL WEIGHT OF EACH SHIPMENT WITH A MINIMUM CHARGE OF 100 LBS. PER SHIPMENT.**

ADVANCE/cwt.	SURCHARGE/cwt.	SHOW SITE/cwt.
\$ 63.00	\$ 18.00	\$ 63.00

There will be an additional charge of 25% on all shipments requiring special handling. This classification shall be applied to, but not limited to, uncrated materials, loose display parts, materials not accompanied by the proper paperwork, and/or the description is such that the type of material cannot be determined.

ADVANCE SHIPMENTS SHOULD BE LABELED AS FOLLOWED:

Company Name
A.E.T.A. International Expo, Booth No.
Reber-Friel Company
c/o Roadway Express
5101 Washington Blvd.
Baltimore, MD 21227

• TERMS •

ALL SHIPMENTS MUST BE ACCOMPANIED WITH PAYMENT OR A CREDIT CARD ON FILE IN ORDER FOR FREIGHT TO BE DELIVERED TO YOUR BOOTH. If credit card is declined or invalid a \$ 35.00 service charge will be added. NOTE: Reber-Friel Company shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage; for loss, theft or disappearance of exhibitor materials after delivering to booth, before picking-up after the show closed or due to fire, Acts of God, strikes, lockouts or to causes beyond its control.

Select method of payment Check VISA MASTER AMEX
Card Member Name (please print): _____
Account No.: _____ - _____ - _____ - _____
Expiration Date: ____ / ____ Security Code: _____
Signature: _____

• IMPORTANT NOTICE •

The Facility will not accept advance shipments. Advance shipments must be directed to Reber-Friel Company, whether it is shipped by UPS, FedEx, or other Common Carrier. The Facility and Reber-Friel Company accepts NO responsibility for and delay/loss/damage in delivering display material if addressed improperly. Note the proper shipping instructions. Shipments should be insured by the exhibitor from the time the shipments leaves the company until it returns from the show. It is suggested that exhibitors arrange All-Risk Insurance coverage.

Company Name: _____ Booth No. _____
Street: _____ City/State: _____ ZIP: _____
Ordered by: _____ Email: _____
Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____ / ____ / ____

LIMITATIONS OF REBER-FRIEL'S LIABILITY AND RESPONSIBILITY

- a. Reber-Friel shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- b. Reber-Friel shall not be responsible for loss, theft, or disappearance of exhibitor's material after same have been delivered to exhibitor's booth
- c. Reber-Friel shall not be responsible for loss, theft, disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills of lading covering outgoing shipments, which are furnished to Reber-Friel by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. Reber-Friel shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- e. Reber-Friel's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Reber-Friel's maximum liability shall be limited to \$ 0.30 per pound per article with a maximum liability of \$ 50.00 per item and \$ 1,000.00 per shipment
- f. Reber-Friel shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitors' materials which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to Reber-Friel by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Reber-Friel Company to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- a. We accept the responsibility for the payment of Reber-Friel's charges in connection with the handling of our shipments as set forth and we guarantee payment to Reber-Friel in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of Reber-Friel's Liability and Responsibility"
- c. We agree that Reber-Friel's liability shall be limited to any loss or damage which results solely from Reber-Friel's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Reber-Friel's warehouse), that Reber-Friel will provide its service as our agent, and not as bailee or shipper. If any employee of Reber-Friel shall sign a delivery receipt, bill of lading, or other documents, we agree that Reber-Friel will do so as our agent, and we accept the responsibility therefore.
 - (1) Relative to outgoing shipments after the Show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Reber-Friel shall not be responsible for any loss or damage during such period, and we authorize Reber-Friel to adjust the quantities of items on any bill of lading left by us with Reber-Friel to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with Reber-Friel relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Reber-Friel for drayage or any other services provided by Reber-Friel as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Reber-Friel within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against Reber-Friel shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.