



# MATERIAL HANDLING and FREIGHT SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT [KYEXPO.ORG/ORDER-SERVICES](http://KYEXPO.ORG/ORDER-SERVICES)



**Advance Shipment Receiving Dates: March 1-14, 2024**  
**Direct to Event Site Receiving Date: March 15, 2024**

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made online or postmarked after the designated discount date will be charged the regular rate - **no exceptions**.

## CONTACT INFORMATION

|                 |                                  |     |               |                          |  |
|-----------------|----------------------------------|-----|---------------|--------------------------|--|
| Event Name      | <b>MID-AMERICA TRUCKING SHOW</b> |     | Event Date(s) | <b>MARCH 21-23, 2024</b> |  |
| Company Name    |                                  |     |               | Booth Number             |  |
| Contact Person  |                                  |     |               |                          |  |
| Mailing Address |                                  |     |               |                          |  |
| City            | State                            | Zip |               |                          |  |
| Phone           | Email                            |     |               |                          |  |

## MATERIAL HANDLING AND FREIGHT SERVICE\*

Please read the Shipping and Material Handling instructions on the following page before proceeding.

| CATEGORY | DESCRIPTION   | RATE PER CWT |
|----------|---|--------------|
|          | One Way Only  | \$37         |
|          | One Way Only - Minimum  | \$125        |
|          | Two Way   | \$50         |
|          | Two Way - Minimum   | \$185        |
| E        | Small Package Deliveries 1-49 lbs (Shipped using UPS and FedEx)     | \$45         |
| F        | Small Package Deliveries 50-100 lbs** (Shipped using UPS and FedEx) | \$90         |

\* Freight received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$15 per CWT.

\*\* Shipments that are over 100 lbs are subject to CWT rates – 2 CWT minimum.

## LABOR AND EQUIPMENT SERVICE RATES

Discount orders must be completed online or postmarked with payment no later than **February 29, 2024** – 21 days prior to first show day. Orders made after the designated discount date will be charged the regular rate – **NO EXCEPTIONS**.

All charges are based on a one-hour minimum. Regular time is Monday-Friday, 7:30am-4pm.

| WORK REQUIRED             | DISCOUNT RATE | DISCOUNT OVERTIME RATE | REGULAR RATE | REGULAR OVERTIME RATE | ESTIMATED TOTAL |
|---------------------------|---------------|------------------------|--------------|-----------------------|-----------------|
| Banding per Skid/Item     | \$75          | \$105                  | \$75         | \$105                 |                 |
| Shrink Wrap per Skid/Item | \$60          | \$90                   | \$60         | \$90                  |                 |
| <b>GRAND TOTAL</b>        |               |                        |              |                       |                 |

Prices are subject to change without notice. To pay by check, mail check and completed service order form to:  
**Kentucky State Fair Board | ATTN: FINANCE DEPARTMENT | PO Box 37130 | Louisville, KY 40233**

For information about services, call **(502) 367-5321**. For information about payment procedures, call **(502) 367-5227**.

Revised 10/20/2023

## ALL SHIPMENTS MUST ARRIVE PREPAID. UNMARKED SHIPMENTS WILL **NOT** BE RECEIVED.

### RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official move-in day.
- Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.

### EMPTY CONTAINER STORAGE AND RETURN

- KEC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KEC will remove and store the empty crates during the show.
- KEC will return all empty containers at the end of the show.

### OUTBOUND SHIPPING

- KEC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk/office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KEC will move shipments from exhibitors' booth onto the outbound carrier.
- KEC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will NOT pick-up uncrated shipments. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

### GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at the time of pick-up.
- KEC will NOT be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC will NOT be responsible for items after tendered to common carrier.
- All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.
- By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth.

**Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.**

For information regarding services, please call **(502) 367-5321**.

For information regarding payment procedures, please call **(502) 367-5227**.

# MATERIAL HANDLING and FREIGHT SHIPMENT LABELS

Kentucky Exposition Center  
937 Phillips Lane  
Louisville, KY 40209  
kyexpo.org



## EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

**SHIP TO:**

NAME OF SHOW \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KENTUCKY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KENTUCKY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

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