



CONVENTION & SHOW SERVICES

1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

Radio One Women's Empowerment Expo

Cobo Center
August 25, 2018



INBOUND SHIPPING INFORMATION

Advance Warehouse:

Cobo Center has no facilities for receiving exhibit materials prior to a specified move in date; therefore, advance warehousing is available. CSS will receive and store freight at our warehouse up to thirty (30) days in advance of scheduled show load in. Freight will be transported to show site on the first scheduled day of move in. Service includes delivery of freight to booth space, on-site storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
Radio One Women's Empowerment Expo
c/o Convention & Show Services
1250 John A Papalas Drive
Lincoln Park, MI 48146

This service is provided @ \$43.00 per CWT (100 lbs.) with a 200 lb. minimum charge per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be prepaid, collect shipments will not be accepted. The phone number for the advance warehouse is (313) 386-5555.

Description	Weight		CWT		Estimated Due
		Divided by 100 =		x \$43.00 =	

Direct (Show Site) Shipping:

Service includes delivery of freight to booth space, removal/on-site storage/return of empties, and loading out outbound freight at end of show. All inbound drayage services at show site are covered by show management.

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
Radio One Women's Empowerment Expo c/o CSS
Cobo Center
One Washington Blvd.
Detroit, MI 48226

CSS will receive freight at show site during the scheduled exhibitor move in date and times. Freight that arrives prior to the specified move in date could be refused by the facility and causing you to be charged a redirect fee by your freight carrier.

SHIPPER (NAME) _____ CARRIER _____

SHIPPING TO (CIRCLE ONE) **ADVANCE WAREHOUSE** OR **DIRECT (SHOW SITE)**

EST. # OF SHIPMENTS _____ EST. TOTAL WEIGHT OF ALL _____

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned from the show. This can be done by adding a "rider" to an existing policy. We are not responsible for shipments left in the booth by the exhibitor. We will count and ship pieces as we remove them from the exhibit hall. CSS shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss or theft of materials after they have been delivered to the booth, or before we have picked them up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, CSS reserves the right to re-route such shipments where no destination is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. The foregoing rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding to booth or blocking or bracing cars. Convention & Show Services, Inc. serves as a contractor only and abides by the hours scheduled by the Exhibit Facility and sponsoring association.

Company Name:		Booth Number:	
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email Address:			
Signature:		Print Name:	