



## INBOUND SHIPPING INFORMATION

**Advance Warehouse Shipping:**

Huntington Place 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 beginning Friday, September 16<sup>th</sup>, 2022 through Friday, October 7<sup>th</sup>, 2022, by which all advanced freight must be received. Warehouse receiving hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. EST. 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 follow:      *COMPANY NAME & BOOTH NUMBER*  
 Detroit Free Press Marathon  
 c/o Convention & Show Services  
 1250 John A Papalas Drive  
 Lincoln Park, MI 48146

This service is provided @ **\$60.00** per CWT (100 lbs.) with a **100 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 \$60.00 =

**Direct (Show Site) Shipping:**

Service includes delivery of freight to booth space, on-site storage 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 follow:      *COMPANY NAME & BOOTH NUMBER*  
 Detroit Free Press Marathon  
 Huntington Place – Hall B  
 1 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.

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