



**ESTIMATED INBOUND SHIPMENT HANDLING ORDER FORM**

Please complete the following form if you are planning on shipping inbound exhibit materials.  
Mail or fax to Mid America Convention.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Event Name \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Estimated Date of Shipment \_\_\_\_\_ Estimated Date of Arrival \_\_\_\_\_

	PARCEL DESCRIPTION	CARRIER	EST. WEIGHT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

ALL MATERIALS WILL BE DELIVERED TO SHOW SITE AND PLACED IN THE BOOTH.

***\*ALL SHIPMENTS MUST BE RECEIVED FOUR DAYS PRIOR TO EVENT DATE.***

We will only be inbounding exhibit materials. No Outbound Freight Handling Service will be needed.

We will be out-bounding exhibit materials. Please have a Mid America representative contact us at the show site.

At this time we are unsure of our outbound shipment handling needs. Please have a Mid America representative contact us at the show site.

**MATERIAL HANDLING RATES**

Inbound Freight      \$50.00 per 100 lbs. \$40.00 minimum charge.

Outbound Freight      \$50.00 per 100 lbs. \$40.00 minimum charge.

*\*All material handling charges will be billed after conclusion of show.*

**Shipping Address**

**Mid America Convention Service**

**605 Industrial Drive SE**

**Elgin, MN 55932**

**Phone (507) 876-2200 Fax (507) 876-1111**

\*Please Read the Material Handling Limitations of Liability Form Prior to Shipment of Materials.

\*Be Sure to include Your Exhibitor Name, Booth Number and Show or Convention Name on each parcel.



## MATERIAL HANDLING LIMITATIONS OF LIABILITY

Mid America Convention Service's (Mid America) liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

1. Mid America shall not be responsible for damage to uncrated materials, improperly packed materials, or items damaged by shipping company
2. Mid America shall not be responsible for loss, theft, or disappearance of materials once materials have been delivered to exhibitor's booth.
3. Mid America shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show.
4. Mid America shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or any collateral costs, which may result from loss or damage to an exhibitor's materials which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Mid America by an exhibitor or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. Mid America shall exercise ordinary diligence and care in the receiving, handling and the storage of all shipments. Mid America shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Mid America's liability shall be limited to physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Mid America is limited to \$.30 per pound per article, with the maximum of \$50.00 per item and a maximum of \$1000.00 per shipment. This applies while these goods are in Mid America's warehouse, in delivery vehicles, or at the show site.
7. Claims for loss or damage which are not submitted to Mid America within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Mid America or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Affixing out bound shipping labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Mid America assumes no responsibility for errors to the aforementioned procedure, improper information on empty labels, or valuables stored in containers with empty labels.
9. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Be sure that your material has been carefully crated or packed, and properly marked.
10. In order to expedite removal of equipment; Mid America shall have the authority, without further clearance with exhibitors, to change designated carriers.
11. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to the suppliers or customers.

The exhibitor agrees, in the event of a dispute with Mid America relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Mid America for Drayage or any other services provided during the event, as an offset against the amount of alleged loss or damage.

12. Service charge of 1 ½ % per month on any unpaid balance will be made starting 30 days after date of invoice.
13. Where an exhibitor chooses to arrange a carrier for pickup service at show site, it is the exhibitor's responsibility to arrange prompt pickup service in the limited time provided. If the carrier does not pickup within the time limited for the removal of exhibitor's materials at the event location, Mid America reserves the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed. Mid America is not responsible for loss, theft, or disappearance of materials that are left behind at the event location by an exhibitor.
14. EXHIBITORS ARE STRONGLY URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made from exhibitor's possession until shipments are received back after the show.