

MATERIAL HANDLING and FREIGHT SERVICE ORDER FORM

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



Online Ordering Now Available at <https://kyexpo.org/order-services/>

By providing your credit card information, you authorize KEC to apply any additional charges associated with your booth. Any order made online or postmarked after the designated discount date will be charged the regular rate - **no exceptions**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

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

MATERIAL HANDLING AND FREIGHT SERVICE

CATEGORY	SERVICE	SERVICE DESCRIPTION	RATE PER CWT
A	Advanced Warehouse*	Shipments received two weeks prior to first move-in date	\$75
B	Targeted/On-Site Shipments	Shipments received during move-in	\$69
C	Uncrated Advanced*	Non-palletized/non-rolling/loose shipments requiring special handling and received two weeks prior to first move-in date	\$96
D	Uncrated Targeted	Non-palletized/non-rolling/loose shipments requiring special handling and received on targeted date/on-site	\$90
E	Small Package Deliveries 1-49 lbs	Shipped using UPS and FedEx	\$26
F	Small Package Deliveries 50-100 lbs**	Shipped using UPS and FedEx	\$61

* Freight received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$21 per CWT.

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

ESTIMATED MATERIAL HANDLING CALCULATION

	CATEGORY	# OF PIECES	CWT WEIGHT	CWT RATE	ESTIMATED TOTAL
Shipment 1					
Shipment 2					
Shipment 3					
GRAND TOTAL					

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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

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

Revised 05/07/2025

SHIPPING and MATERIAL HANDLING INSTRUCTIONS

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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.

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MATERIAL HANDLING and FREIGHT SHIPMENT LABELS

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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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