

## SHIPPING & FREIGHT HANDLING

- ❖ KEC Material Handling & Freight Service Order Form
- ❖ KEC Material Handling Instructions
- ❖ Freight Labels
- ❖ Bill of Lading
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Kentucky Exposition Center  
**MATERIAL HANDLING AND FREIGHT  
SERVICE ORDER FORM**

**Receiving Dates:**  
Advanced Shipment  
**Date: September 30<sup>th</sup>-Oct 10  
2019**  
Direct to Event Site  
**Date: October 11, 2019**

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted online or over the phone.

Event Name: GIE+EXPO Event Date(s): October 16-18, 2019  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
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	DESCRIPTION	RATE PER CWT
A	<b>Advanced Warehouse*</b> – received two weeks prior to first move-in date	\$63.00
B	<b>Targeted/On-site Shipments</b> – received during move-in	\$58.00
C	<b>Uncrated Advanced*</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received three weeks prior to first move-in date	\$81.00
D	<b>Uncrated Targeted</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site	\$76.00
E	<b>Small Package Deliveries</b> – UPS and FedEx: 1-49 lbs.	\$22.00
F	50-100 lbs.	\$50.00

Shipments that are over 100 lbs. – CWT rate applies (2 CWT minimum)

\* Freight that is received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$15.00 per CWT.

**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.

If you prefer to pay by check complete a service order form and submit to the address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

For information regarding services and payment procedures, please call (502) 367-5321. Revised 3/5/2019



KENTUCKY EXPOSITION CENTER

## SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

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 exhibitor 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.
- **Advanced Shipment hours are M-F 7:30am – 3:30pm eastern standard time and closed most holidays. Please see page three for address information.**

### 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 (with the exception of **UPS and FedEx**), 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 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.**

**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 and payment, please call (502) 367-5321.

**EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:**

**SHIP TO:**

NAME OF SHOW: GIE+EXPO BOOTH NO. \_\_\_\_\_

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

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

**SHIP TO:**

NAME OF SHOW: GIE+EXPO BOOTH NO. \_\_\_\_\_

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

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

**SHIP TO:**

NAME OF SHOW: GIE+EXPO BOOTH NO. \_\_\_\_\_

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

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

**SHIP TO:**

NAME OF SHOW: GIE+EXPO BOOTH NO. \_\_\_\_\_

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

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

**SHIP TO:**

NAME OF SHOW: GIE+EXPO BOOTH NO. \_\_\_\_\_

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

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

# **BILL OF LADING**

Fill out shipping labels to read:

GIE+EXPO/HNA 2019

c/o KEC

937 Phillips Lane

Louisville, KY 40209

(Your company name and booth number)

**\*\*Freight may arrive to the advanced warehouse beginning**

**October 1, 2019 through October 13, 2019**



# Kentucky Exposition Center

## 2019 GIE+EXPO

### Move-In and Move-out Procedures

#### Move-In

**Sunday, October 13 – Tuesday, October 15, 2019**

Inside, 8:00 a.m. – 8:00 p.m.

Outside, 8:00 a.m. – 5:00 p.m.

**Wednesday, October 16, 2019**

Outside, 8:00 a.m. – 5:00 p.m.

**\*\*We encourage exhibitors to use Sunday-Tuesday as their primary move-in days. This will expedite your move-in experience and facilitate the smooth opening of the show at 11:00 a.m. on Wednesday, October 16<sup>th</sup>.**

- **No exhibitor fork lifts** are allowed in the building during move-in, show or move-out.
- All hand carried supplies/equipment can be carried into the building on the dockside or rolled/carried through E20 overhead door (see map), which is located to the right of the South Wing B Lobby front entrance.
- Drivers for dock loading must check-in at the Marshalling Yard prior to going to the loading dock. The Marshaling Yard is located across the street from KEC, see below;
  - 1099 Phillips Lane, Louisville, KY 40209 (Prestonia Lot)
  - Move-in Hours; Sunday, October 14, - Tuesday, October 16, 7:30 a.m. – 5:00 p.m.
  - Move-out Hours; Friday, October 18, check-in 2:00pm – 9:00pm
    - Saturday, October 19, 7:30am – 5:00pm

Drivers must check in by 12noon on Sunday, October 20<sup>th</sup> or freight will be forced to re-route through Official Show Carrier.

#### Move-Out

**Friday, October 18, 2019**

2:00 p.m.

Show closes

2:00 – 3:00 p.m. approx.

Aisle carpet removed

3:00 p.m. – 10:00 p.m. approx.

All empties returned

No freight loading except forklift work orders.

**Saturday, October 19, 2019**

7:30 a.m. – 5:00 p.m. - Loading outbound freight begins

**Sunday, October 20, 2019**

7:30 a.m. – 12:00 p.m. - Loading outbound freight continues.

## **Loading of Freight**

- Booths cannot be dismantled until 3:00 p.m. on Friday.
- Equipment that cannot be hand-carried cannot be removed from the booth until the aisle carpet has been removed.
- Once your booth is packed up, labeled and ready to load, please turn in your freight bill (Bill of Lading) to the KEC Service Desk.
- Drivers for dock loading must drive to the Marshalling Yard, which will open at 2:00 p.m. on Friday, October 18. Drivers must check in at the Marshaling Yard Office located in this area.
- Trucks will not be allowed into docks until the booth is ready to load and the freight bill (Bill of Lading) has been turned in.
- Loading of freight will begin approximately at 7:30 a.m. on Saturday, October 19 and will continue according to the above move-out schedule.
- Drivers must check in by 12 Noon on Sunday, October 20 or the freight will be forced to the Official Show Carrier.



## **Marshaling Yard for 2019**

Marshaling hours for incoming freight for the 2019 GIE Show will be Friday, October 11<sup>th</sup> thru Tuesday, October 15<sup>th</sup> from 730am - 5pm and Wednesday October 16<sup>th</sup> from 730am - 3pm.

The Marshaling yard is located just outside the Kentucky Exposition Center across from Gate 1 on Phillips Lane. Marshalling Yard address is 1099 Phillips Lane.

All drivers must check- in at the Red Building in the gravel lot portion of the Prestonia lot.

Directions to the Kentucky Exposition Center are as follows;

If traveling I-65 South bound, use exit 131b Expo Center to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If traveling I-65, use Exit 131B to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If traveling west bound I-64, use I -264 West follow the signs to the Expo Center Exit 11 to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If traveling east bound I-64, use I -264 east follow the signs to the Expo Center Exit 12 to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If using GPS please use the following address: 1099 Phillips Lane, Louisville Ky. 40209.

Coordinates are 38.196304, -85.734520

The marshaling yard hours for out bound shipping are Saturday, October 19<sup>th</sup> from 730am - 5pm and Sunday, October 20<sup>th</sup> from 730am – 12noon with check-in at the red building in the Prestonia lot.

And thank you again for visiting the Kentucky Exposition Center.

**GIE HOTLINE MARSHALLING**

**502-367-5008**