



INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Buffalo Home Show
 Buffalo Niagara Convention Center
 March 9-11 & March 16-18, 2018

Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$91.13** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	Date of Service	Start Time	No. of Workers	Approx. Hours	Total Hours Per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$91.13** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	Date of Service	Start Time	No. of Workers	Approx. Hours	Total Hours Per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$120.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$181.13** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	Date of Service	Start Time	No. of Workers	Approx. Hours	Total Hours Per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Plastic Banding (Per pallet and includes labor): **\$32.00** **Shrink Wrap** (Per pallet and includes labor): **\$32.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24-hour of advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

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MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

- 1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned.
10. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show.
Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show.

PAYMENT POLICY & SHIPMENTS

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit.
All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse.
We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket.

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper.
D. 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.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage.

Show Name: Buffalo Home Show 2018 Company Name:
Print Name: Booth No.(s):
Signature: Date:

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



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Company Name: _____ Booth No.(s): _____
 Billing Address: _____ City/State: _____ Zip: _____
 Phone No.: _____ Cell: _____ Email: _____
 Print name as it appears on card: _____ Signature: _____

Account#: _____ Exp. Date: ____/____/____ V-Code: _____
 V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

***** MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (February 16 – March 2, 2018)				\$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75 Minimum Charge = \$149.50
Direct to Show Site Rate For Shipments Arriving on or after (March 5, 2018)				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50 Minimum Charge = \$137.00
Small Package Rate For Direct to Show Site <u>ONLY</u> For Single Package 25 lbs. and Under				\$25.00 / per package (Single Package Shipment Only) Minimum Charge = \$25.00	\$25.00 Single Package Only

BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Outbound Shipping & Material Handling Only (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00 Minimum Charge = \$100.00
Small Package Rate For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only) Minimum Charge = \$25.00	\$25.00 Single Package Only

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 PM, Monday, March 19, 2018**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 PM, Monday, March 19, 2018** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Subtotal: _____ **x 8.75% tax = Total:** _____
 (200 lb. Minimum Charge)

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

ADVANCE TO WAREHOUSE

SHIPMENTS MAY ARRIVE **BETWEEN: FRIDAY, FEBRUARY 16, 2018 – FRIDAY, MARCH 2, 2018.**

Materials arriving at the advance warehouse after or prior to these dates will be refused.

FREIGHT LABEL

SHIP TO:

Hale Northeastern, Inc.
c/o Buffalo Home Show
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION

Buffalo Home Show

Buffalo Niagara Convention Center
March 9-11 & March 16-18, 2018

Booth#: _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

SHIPMENTS ARRIVING ON OR AFTER **MONDAY, MARCH 5, 2018.**

Materials arriving at the Convention Center prior to this date will be refused by the facility.

FREIGHT LABEL

SHIP TO:

Buffalo Niagara Convention Center
c/o Hale Northeastern, Inc./Buffalo Home Show
153 Franklin Street
Pearl Street Loading Dock
Buffalo, NY 14202

SHOW INFORMATION

Buffalo Home Show

Buffalo Niagara Convention Center
March 9-11 & March 16-18, 2018

Booth#: _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____