



California Association of Health Facilities
Palm Springs Convention Center
November 11-14, 2017
Advance order deadline: October 26, 2017

IMPORTANT INBOUND SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative Expo warehouse or the convention facility. **All shipments are to be labeled as follows:**

Warehouse Receiving:

To: Name of Exhibiting Company & Booth Number
For: **CAHF 2017**
C/O Innovative Expo/YRC
18298 Slover Ave.
Bloomington, CA. 92316
(760) 343-2555



Shipments must arrive at the warehouse no later than **November 8, 2017**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE FACILITY PRIOR TO THE ASSIGNED DATE.

Shipments that must be directed to show site can only arrive at the facility beginning on **November 11, 2017**. Innovative Expo is not responsible, for loss or damages, for shipments that are delivered to the facility prior to that date. **Items shipped directly to show site and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed.**

Facility Shipping:

To: Name of Exhibiting Company & Booth Number
For: **CAHF 2017**
C/O Innovative Expo / Palm Springs Convention Center
277 N. Avenida Caballeros
Palm Springs, CA. 92262

OUTBOUND SHIPMENTS ARE TO BE PICKED UP AT THE FACILITY ADDRESS ABOVE
ALL SHIPMENTS MUST BE SENT PRE-PAID.
NO COD'S WILL BE ACCEPTED.

NOTE: Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.



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DRAYAGE INFORMATION / RATES

In and out rates based on incoming weight only and are per shipment. All weights will be rounded up to the next 100 lbs.

Check One: We plan to ship our materials to the Advance Shipment Warehouse.
 We plan to ship our materials direct to the exhibit site.

ADVANCE SHIPMENTS TO WAREHOUSE: Shipments will be received from carriers, with free storage, up to 30 days prior to set-up date, delivered to booth and delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor is furnished. This also includes the removal, storage, and return of empty crates and cartons when necessary.

We plan to ship on (date):	Number of Pieces	Weight (Estimated)
Our material should arrive on (date):	Crates:	
Carrier:	Cartons:	
Pro Number (if available):	Cases:	
Origin:	Misc.:	

Standard Service Rates Advance Shipments to Warehouse 200 lb. minimum if over 40 lbs. total	100 Lb. Increments (Insert Weight)	Rate Per 100 Lbs.	200 Lb. Min Per Shipment when over 40 lbs.	Total
Common Carrier (regular route LTL carriers)	LBS.	\$110.00	\$220.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$140.00	\$280.00	\$
Small Package (total weight under 40 Lbs.)		First Carton \$55.00	Each Additional \$25.00 each	\$
Special Handling/ Late Shipments	LBS.	\$150.00	\$300.00	\$

SHOWSITE FREIGHT RECEIVING: Receipt of shipments from carriers at the exhibit hall, during installation period only from outside carrier or owner's vehicle, unloading, delivery to booth, and outbound delivery from booth to carrier at loading dock. This includes loading equipment, labor, removal, storage, and return of empty crates/cartons when necessary. We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bill of lading. Payment policy: All invoices must be settled at our service desk prior to the close of the show. Please return this form with your check or credit card information to Innovative Expo and retain a copy for your records. Exhibitor is responsible for surcharges, if any, due the hosting facility for receiving shipments on their behalf.

Standard Service Rates Show site Freight 200 lb. minimum if over 40 lbs. total	100 Lb. Increments (Insert Weight)	Rate Per 100 Lbs.	200 Lb. Min Per Shipment when over 40 lbs.	Total
Common Carrier (regular route LTL carriers)	LBS.	\$114.00	\$228.00	\$
Van Line (specialized carrier, company truck) HOSPITAL BEDS DELIVERIES WILL BE CHARGED A SPOTTING FEE/ROUND TRIP	LBS.	\$137.00	\$274.00 \$150.00 ROUND TRIP/BED	\$
Small Package—Same as Above				\$
Special Handling/ Late Shipments	LBS.	\$150.00	\$300.00	\$

EXHIBITOR: _____ **BOOTH #** _____

ORDERED BY: _____ **DATE:** _____



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DRAYAGE LIMITS OF LIABILITY
LIMITS OF LIABILITY AND RESPONSIBILITY

1. Innovative Expo and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Innovative Expo and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
3. Similarly, Innovative Expo and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Innovative by the Exhibitors will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. Innovative Expo and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. Innovative Expo and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
6. Innovative Expo and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Innovative Expo in time to obtain the proper equipment.
7. It is understood that Innovative Expo, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Innovative Expo, or its subcontractors, it is understood that Innovative Expo, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Innovative Expo, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy; and that provisions of the paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, by Innovative Expo, its subcontractors, or employees.
8. Innovative Expo, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or from 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.
9. Claims for loss or damage which are not submitted to Innovative Expo 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 Innovative Expo, or its subcontractors, more than one (1) year after the accrual of the cause of action therefore.
10. The consignment or delivery of a shipment to Innovative Expo, or its subcontractors, by an Exhibitor, or by any shipper 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 Sections 1 through 9.

BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL RISK COVERAGE. THIS CAN USUALLY BE DONE BY "RIDERS" TO EXISTING POLICIES.



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AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo

We hereby authorize **INNOVATIVE EXPO** to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the **DRAYAGE LIMITS OF LIABILITY** and we further agree to the following:

A. We have examined and reviewed the **DRAYAGE INFORMATION/RATES** page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment (s) and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's **LIMITS OF LIABILITY AND RESPONSIBILITY** as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss of damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

SIGNATURE: _____ **DATE:** _____

EXHIBITING COMPANY NAME: _____ **BOOTH #** _____



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RUSH! EXHIBIT MATERIAL
Must arrive by: November 8, 2017

TO: _____
Exhibitor Name

**ADVANCE
SHIPMENT**

BOOTH # _____

EVENT: **CAHF 2017**
c/o Innovative Expo, Inc./YRC
18298 Slover Ave.
Bloomington, CA. 92316

No. _____ of _____ pieces
*This label is provided for your convenience.
Please use it. Copies are acceptable.*

RUSH! EXHIBIT MATERIAL
Must arrive by: November 8, 2017

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**ADVANCE
SHIPMENT**

BOOTH # _____

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RUSH! EXHIBIT MATERIAL
Shipments must arrive no sooner than: Nov. 11, 2017

TO: _____ **DIRECT**
Exhibitor Name **SHIPMENT**

BOOTH # _____

EVENT: CAHF 2017
*c/o Innovative Expo, Inc./Palm Springs Convention Center
277 N. Avenida Caballeros
Palm Springs CA. 92262*

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