



Phone: 385-215-7025 Fax: 385-215-7032

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An on-site shipping desk will be available at the show for any questions or help you may need. It will be located in Conifer 2, on the main floor.

**Shipping Desk Hours**

Thursday, Oct 6<sup>th</sup> – Saturday, Oct 8<sup>th</sup> 9:00 AM - 5:00 PM

Sunday, Oct 9<sup>th</sup> 9:00 AM – 10:00 PM



Trans-Expedite is an award winning, trusted, full service logistics company founded in 2001. We provide extraordinary customer service by developing personalized solutions to meet each customer's unique needs in diverse markets. At all levels of our organization, we are committed to doing what is right for our customers to foster long-term relationships.

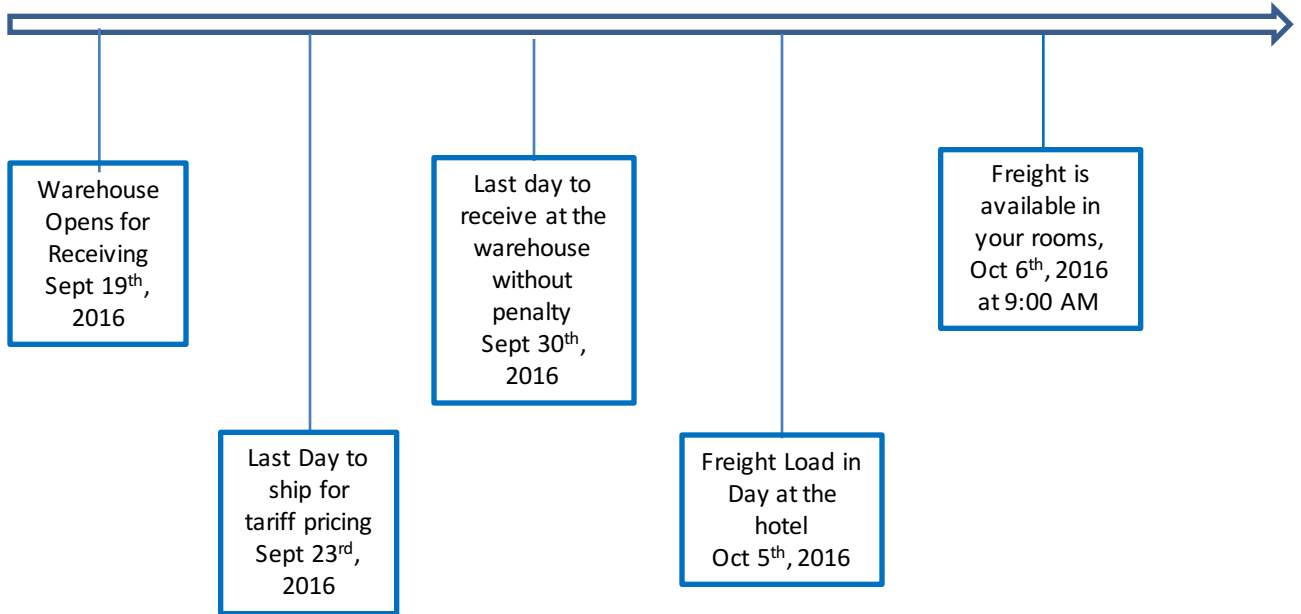


# Rocky Mountain Audio Fest Logistics Timeline

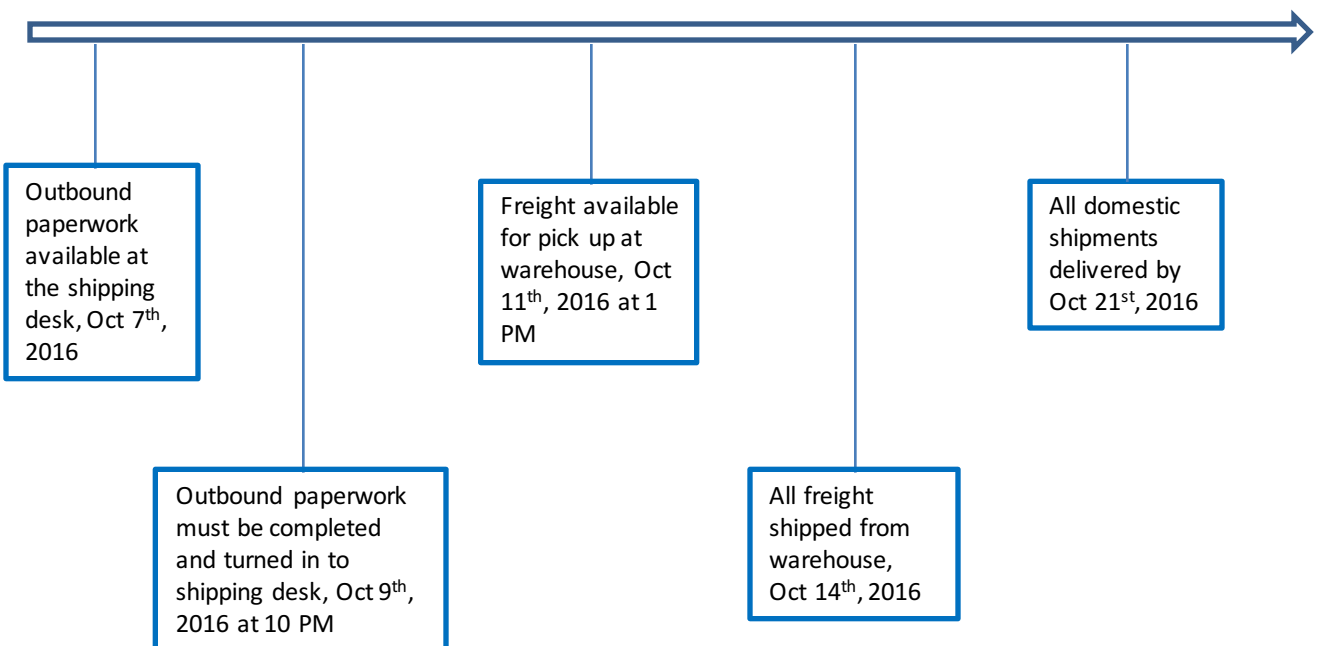
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## Inbound Timeline



## Outbound Timeline





# RMAF Logistics – General Knowledge

Logistics Provided by



The **Rocky Mountain Audio Fest** offers exhibitors three options to get their goods and exhibition materials to the show site. All exhibitors must use one of the following services:

- Hand Carry** – Exhibitors can hand carry their own merchandise to the show site. Exhibitors are responsible for bringing their own moving equipment and will be held liable for any damage to the hotel. Trans-Expedite will have moving equipment available for rent as well as labor for those who need it. Equipment and labor is on a first come, first serve basis.
- Drayage Only** – Exhibitor arranges freight transportation to the Advanced Warehouse through a carrier of their choice. Trans-Expedite will move the goods from the Advanced Warehouse to the show site. Drayage fee applies.
- RMAF Logistics** (provided by Trans-Expedite)– Trans-Expedite will transport your goods from origin location to the show site. Transportation price includes drayage. Shipping tariff applies(see page 6).

**Delivery to the Hotel** - Freight carriers will not be allowed to deliver directly to the show site(s). The Marriott will not accept freight and shipments will be refused.

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## Labeling of Shipments

All shipments should be sent to the Advanced Warehouse and **each piece** should be labeled as follows:

RMAF 2016  
(Exhibitor Name) and Room/Space #  
4555 Geneva Street  
Denver, CO 80238

**Important Note:** Please make sure to remove, cover, or black out all old labels.



# RMAF DRAYAGE SERVICES

Provided by



All shipments should be sent to the Advanced Warehouse as per the inbound timeline. If you have a preferred carrier you would like to use, please do so. Notification is not required to ship your goods to the advanced warehouse location. All shipments should arrive no later than September 30<sup>th</sup>, 2016 in order to avoid late fees (Late fee schedule listed on Page 5).

**International Shipments** – Please make sure your carriers know how to properly import and export your shipment for the RMAF. The Rocky Mountain Audio Fest nor Trans-Expedite can be an importer of record for your shipment, however, the RMAF can be the Ultimate Consignee for your shipment. Please keep in mind that this means that you will need to have your carrier provide a customs broker to clear your shipment. If you are shipping Internationally, it is best to have a single carrier do both the import and export of your goods. For small parcel shipments, mainly FedEx and UPS shipments, any customs related charges that are billed to the RMAF or Trans-Expedite will be immediately charged to the exhibitors' credit card on file plus a 20% service fee.

**Drayage Services**– Shipments sent to the advanced warehouse through any carrier other than Trans-Expedite are considered a “drayage” shipment and will be charged according the below fee schedule. All drayage shipments will be weighed at the advanced warehouse and this weigh will become the basis for the charges.

## LTL Shipments

**\$70.00** minimum charge.

Up to 999 lbs: **\$0.35 per pound.**

1000-1999 lbs: **\$0.30 per pound.**

For shipments over 2000 pounds: **\$0.25 per pound.**

## Small Parcel Shipments

\$25 for the first package,

\$10 per package for the next four (4) packages.

Starting with the sixth (6<sup>th</sup>) total package, standard drayage rates apply for all.

## Rate Examples

LTL shipment weighing 500 pounds:  $500 \times \$0.35 = \$175.00$

LTL Shipment weighing 1000 pounds:  $1000 \times \$0.30 = \$300.00$

FedEx Shipment of 4 boxes: 1st box = \$25.00, box 2-4 x \$10.00 = \$30.00

Total FedEx shipment charges: \$55.00

**Important Note** – Above rates are “one-way” rates, in order to get an accurate cost estimate for both inbound and outbound, please complete the same calculation for your outbound shipment also.



# RMAF Transportation Services

Provided by



The Advanced Warehouse will be available to receive your shipments starting Sept 19<sup>th</sup>.

## Ship Early!!

Trans-Expedite requires a minimum of 1 business day notification to schedule a pick up. 4-hour pick up windows are requested. Transportation rates include the drayage fee.

To compare the Trans-Expedite rates Vs another carrier, calculate your carrier rate, then calculate your drayage rate with Trans-Expedite. Add these two rates together and compare to your calculated Trans-Expedite transportation rate.

**FEES** See "Shipping Tariff" for rates and associated fees on next page.

**Important Note:** All shipments will be re-weighed upon receipt at the Advanced Warehouse. This actual weight will be the basis for all charges.

## Late Fees

Any shipment arriving after Sept 30<sup>th</sup>, 2016, will be subject to the late arrival fee which follows the below fee schedule and is based on the arrival date of the shipment.

\* Exhibitors using Trans-Expedite for shipping, who ship by the last day to ship, are not subject to late fees.

Shipments arriving between Oct 1<sup>st</sup> – Oct 4<sup>th</sup> 5 PM (These shipments will arrive to the show-site by Oct 6<sup>th</sup>, 2016, 9:00 AM)

Standard Late Fee:	\$0.05 per pound.
Minimum Charge:	\$100.00 per shipment.

Shipments arriving after Oct 5<sup>th</sup>, 5 PM are subject to the standard late fee and minimum charge. Late shipments will be brought to the show-site each day at or about 5:00 PM. Exhibitors needing their late shipments sooner are subject to the following "Special Delivery" surcharge. This surcharge is in addition to the standard late fee.

Special Delivery Surcharge:	\$250.00 per shipment.
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## SHIPPING TARIFF

### ROCKY MOUNTAIN AUDIO FEST 2016

#### CONTIGUOUS U.S.

\$135.00 Minimum Charge  
 \$0.65 per lb up to 1999 lbs  
 \$0.55 per lb above 2000 lbs

#### Local Shipping Charge (Denver Metro Area)

\$70.00 Minimum Charge  
 \$0.38 per lb up to 1999 lbs  
 \$0.33 per lb above 2000 lbs

**Important Note:** All Shipments are subject to a dimensional factor of 200, shipments will be charged at the higher of the dimensional weight or the actual weight. The calculation used to determine dimensional weight is  $L \times W \times H / 200 = \text{Chargeable weight}$ .

ALL SHIPMENTS WILL BE REWEIGHED AT THE ADVANCED WAREHOUSE, THE REWEIGH WILL BE THE BASIS FOR THE FREIGHT CHARGES.

A **Fuel Surcharge of 18%** will apply in addition to the stated freight charges  
 Lift-gate service and/or residential service will be available at no additional cost

- ✓ Rates are applied per Bill of Lading
- ✓ Must ship by Sept 26<sup>th</sup>, 2016 for rates to apply
- ✓ International, HI & AK shipments are by quote only
- ✓ Trans-Expedite shipping rates include the drayage cost

## ADDITIONAL SERVICES

➤ Inside pickup/delivery:	\$35.00 minimum or \$0.05 per lbs, whichever is greater
➤ Additional Man:	\$75.00 per occurrence/per man per hour
➤ Weekend Service:	\$150.00 per occurrence
➤ Waiting Time:	\$60.00 per hour
➤ Special pickup/delivery:	\$75.00 per occurrence
➤ Cargo Insurance:	\$30.00 minimum or \$0.75 per \$100 of value, whichever is greater
➤ Priority handling outbound:	\$100.00 per shipment
➤ Palletize Shipment:	\$25.00 per pallet
➤ Items not listed are by quote only	

**Important Note:** A standard pick up and/or delivery is considered to be between 8 am and 5 pm, Monday-Friday, at a business with a dock, with a minimum 4-hour window. Shipments falling outside this standard may have delays or be subject to additional charges. All shipments are subject to the Trans-Expedite terms and conditions for shipment.

## Empty Carton/Crate Storage

Exhibitors should use their room's bathroom for storage first. If you have additional boxes or crates that need to be removed, Trans-Expedite will collect them from the hall at the end of set-up day.

**FEES** On-site storage is free. If you have an oversized crate or box that will not fit into the on-site storage area or you want your packaging stored off-site, please contact Trans-Expedite. Off-site storage is \$125 per room and covers all boxes/crates from that room.

### Limits of Liability

Trans-Expedites' liability for loss/damage to goods shall not exceed \$0.50/lb or \$50.00, whichever is greater. Exhibitors using drayage only service have the same standard coverage that applies from the time freight is received into the Advanced Warehouse through delivery to your room, and again from your room to the Advanced Warehouse. Full value cargo insurance can be purchased for a premium, as outlined in the "Shipping Tariff". Additional terms and conditions are applicable and details can be found at [www.trans-expedite.com](http://www.trans-expedite.com)

Important Note: Loss/damage liability covers damage to internal contents (merchandise) and not the actual packaging itself.

### Oversized Items

All reasonable efforts will be made to get your freight into the assigned room. If your freight is oversized, it will be placed in a location/room where it can be secured. A piece may be determined to be oversized if it is too tall, wide or heavy for standard placement. This determination is made at the sole discretion of Trans-Expedite to protect the moving staff as well as the merchandise. If a piece of freight is determined to be oversized, exhibitors should talk to a Trans-Expedite staff member at the shipping desk. Trans-Expedite reserves the right to refuse to move an oversized piece of freight into the hotel if there is a risk of harm to the staff or merchandise from such movement.

### Claims

If you have a claim, please notify Trans-Expedite immediately by sending an e-mail to: [tradeshows@trans-expedite.com](mailto:tradeshows@trans-expedite.com)

A Trans-Expedite representative will respond with a claim form for you to fill out. The claim form must be filled out in its entirety and submitted back to Trans-Expedite within 14 days of the freight delivery date. In order for a claim to be processed, the shipment charges must be paid in full. Non-payment and/or not abiding by the claim deadlines can result in a denied claim.

### Payment

If you have not already done so, please complete the credit card authorization form. Trans-Expedite will accept checks for payment of services rendered as long as the backup credit card payment form is completely filled out and returned prior to shipping. Unless stated otherwise, the freight/drayage charges are the responsibility of the exhibitor to which the goods are consigned.

A 3% transaction fee will apply to all payments.

## OUTBOUND SHIPPING

All shipments will be palletized at the hotel for transport back to the Advanced Warehouse. Upon receipt at the warehouse, items will be re-weighed and stretch wrapped. Outbound shipping will begin on Tuesday, Oct 11<sup>th</sup> and domestic deliveries will be completed no later than Oct 21<sup>st</sup>. International transit times will be quoted per shipment.

- Priority handling from the warehouse is available upon request, at an additional fee of \$100.00.
- Shipments can be tracked at [www.trans-expedite.com](http://www.trans-expedite.com), by e-mailing [tradeshows@trans-expedite.com](mailto:tradeshows@trans-expedite.com) or by calling (385) 215-7025. Please reference the bill of lading number provided to you at the show for all tracking requests.
- Freight shipments made via carriers other than Trans-Expedite, please provide your carrier's bill of lading to Trans-Expedite and advise your carrier to schedule a pick up appointment by calling (385) 215-7025. Advise your carrier to reference the bill of lading number on your paperwork at pickup. Carriers without a bill of lading number and an appointment will be turned away.
- FedEx/UPS shipments – Small parcel shipping is by call-tag only. Trans-Expedite will not create shipping labels that bill to third-party accounts.
- Customs/Duty charges – If Trans-Expedite receives a bill for customs/duty charges as a result of your inbound or outbound shipment, you will be immediately charged the bill amount plus a service fee equal to 20% of the billed amount to the card on file.
- International/export shipments require commercial documents attached to the bill of lading. Trans-Expedite will tender the documents to the appointed carrier. If using Trans-Expedite, we will get in touch with you after the show to obtain documentation.

Any shipments remaining in the Advanced Warehouse after Oct 21<sup>st</sup> will be charged storage, based on \$1.50 per sqft per month, one month minimum. Calculation is based on the products' footprint. For example, a standard pallet is 40x48x54 = 16 sqft. Certain terms and conditions may apply, see [www.trans-expedite.com](http://www.trans-expedite.com) for details.