



eRevolution + The Big Gear Show

June 8—11, 2023

Colorado Convention Center, Denver, CO

Discount Order Deadline: May 19, 2023



Material Handling Estimate

- Crated, boxed, or skidded materials will be received at the Modern Expo & Events warehouse up to 30 days in advance of show, and one day before exhibitor move in for show site shipments. Please make note of Advance and Show Site receiving dates listed in the Quick Facts section of this Service Manual.
- Materials will be delivered to respective booths. Any materials received without a form of payment attached for Material Handling will be held until payment is made.
- Empty containers, with Empty/Storage labels, will be removed and stored until the end of the show. At that time, they will be returned to the original booth. Exhibitors are responsible for obtaining Empty/Storage labels from the Exhibitor Service Desk and affixing them to containers.
- Once materials are prepared for shipment, and the Modern Expo & Events Bill of Lading is filled out, they will be taken to the dock and loaded onto designated carriers.

! IMPORTANT: Please refer to the **Material Handling Instructions** page for **DEFINITIONS** and **INSTRUCTIONS** to properly calculate your Estimated Material Handling charges

! IMPORTANT: The Colorado Convention Center allows Exhibitors to **HAND CARRY** materials to their booth space. **The use of wheeled dollies, carts, trollies, pallet jacks, etc. is strictly prohibited.** Cart service is available for exhibitors that require assistance in moving their materials. Please visit the Service Desk for assistance.

! IMPORTANT: Exhibitors are allowed to transport their materials via **PRIVATELY OPERATED VEHICLES (POV)**. POV's include private sedans, small vans, SUVs, or pick-up trucks. Any other vehicle is considered a **COMMERCIAL VEHICLE** and is subject to **MATERIAL HANDLING** charges.

ADVANCE SHIPMENTS TO WAREHOUSE		
CRATED or SKID LOADED MATERIALS		
	Per CWT*	MIN. CHARGE
On-time	\$120.00	\$240.00
Off- target (+25% surcharge)	\$165.00	\$330.00

Calculation Formula: _____ lbs. / 100 = CWT. _____ CWT x RATE = Est. Material Handling
Weights should be rounded to nearest 100 lbs. **Minimum charge = 200 lbs.**

DIRECT SHIPMENTS TO SHOW SITE		
CRATED or SKID LOADED MATERIALS		
	Per CWT*	MIN. CHARGE
On-time	\$110.00	\$220.00
Off- target (+25% surcharge)	\$155.00	\$310.00

Calculation Formula: _____ lbs. / 100 = CWT. _____ CWT x RATE = Est. Material Handling
Weights should be rounded to nearest 100 lbs. **Minimum charge = 200 lbs.**

SHIPMENTS REQUIRING SPECIAL HANDLING		
UNCRATED, UNBOXED, RACKED, SHRINKWRAPPED BAGGED, STACKED or HEAVY MACHINERY		
	Per CWT*	MIN. CHARGE
On-time	\$156.00	\$312.00
Off- target (+25% surcharge)	\$196.00	\$392.00

Calculation Formula: _____ lbs. / 100 = CWT. _____ CWT x RATE = Est. Material Handling
Weights should be rounded to nearest 100 lbs. **Minimum charge = 200 lbs.**

SMALL PACKAGE SHIPMENTS		
CARTONS, ENVELOPES, EXPRESS SHIPMENTS, ETC.		
Max. weight 50 lbs. and/or 3 packages per shipment.	FIRST PKG.	ADD'L. PKG. (EA)
On-time	\$75.00	\$55.00

PAGE TOTAL	\$
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Company Name: _____ Booth #: _____



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Material Handling Instructions

How to Ship to Advance Warehouse & Direct to Show Site:

- Remove all old shipping and empty storage labels from items to be shipped.
- Fill out and attach enclosed Advance to Warehouse or Direct to Show Site labels included (or exhibitor generated facsimiles containing all pertinent information).
- Take the time to insure that your shipments are properly packed and packaged. ME&E is not responsible for goods damaged in shipping (see Terms & Conditions).
- Choose a carrier with trade show experience and schedule a pick-up of your shipment. Confirm that your selected carrier is able to meet the shipping and receiving deadlines for your show.
- Do not send blanket wrapped or uncrated shipments to the Advance Warehouse. Ship these items directly to Show Site.
- Consign all DOMESTIC shipments to Modern Expo & Events.
- Complete and submit enclosed Material Handling Estimate form.
- A properly filled out Bill of Lading must accompany all shipments. Certified weight tickets must accompany all shipments.
- Confirm receipt of your shipment (advance shipments only) with the ME&E team before travelling to show site.
- For INTERNATIONAL shipments, or for other Material Handling questions, please contact our Exhibitor Service team at (801) 983-8102 or expo@modernexpo.com.

Benefits of Advance Shipping to Warehouse:

- Storage of materials for up to 30 days prior to your show.
- Delivery of materials directly to your booth space prior to your scheduled move-in time.
- Convention centers, hotels and other event facilities may not have the capability to receive and store your shipments prior to your show dates.

Freight Carriers: Select a carrier with trade show experience. Be sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick-up times for trade shows often fall outside of “normal” hours, so make sure your carrier is capable of meeting target dates and times.

Estimating Material Handling Charges: Material Handling charges are based on the weight of the shipment. Shipments are billed in 100 lb. increments (CWT), rounded up to the nearest 100 lbs. There is a minimum charge of 200 lbs. (2CWT) on many shipments. Please refer to the Material Handling Estimate page for pricing details. ME&E cannot and will not accept collect or COD shipments. Crated and uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified as Special Handling and charge as such.

DEFINITIONS:

Crated Materials are materials that are skidded, crated or in any type of container that can be unloaded at dock level with no additional handling required.

Uncrated/Special Handling Materials are materials that are loose, shrink or pad wrapped, bagged, not skidded or that cannot be unloaded at dock level without additional handling.

Small Package Shipments are cartons or envelopes received without documentation (usually via carriers such as UPS, FedEx, etc.). Maximum weight is 50 lbs. per shipment, per delivery. Maximum of three (3) packages per shipment. All shipments received via air carrier or air freight forwarders that do not fall under the Small Package category, or that include more than 3 packages per shipment, may be subject to Special Handling charges.

Transportation Surcharge is charged for shipments that are delivered or picked up “off target” or outside of designated freight delivery and pickup times and dates. See Quick Facts page for designated delivery dates for your show.

Outbound Freight Only is freight handled only at the close of the show. Material Handling fees for Outbound Only shipments include moving materials from your booth space to the dock and loading on your designated carrier.

Machinery Labor and Equipment: Labor and equipment used for uncrating, un-skidding, positioning, leveling installing, dismantling, re-crating and re-skidding must be ordered separately. See the **Forklift** and **Labor** forms to order these services.

Storing Empty Containers: Properly labeled empty shipping containers will be removed from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Empty/Storage labels are available from the Exhibitor Service Desk and must be filled out and attached to your containers when they are ready to be removed. Do not store any material or equipment that you need to access during the show in a container with an Empty/Storage label. If you need to access your container, obtain Accessible Storage labels from the Exhibitor Service Desk. Accessible storage fees may apply. Empty crate storage may not be secure.



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Outbound Shipments: Each outbound shipment must have a completed ME&E Bill of Lading accompanying the shipment. Bills of Lading are available at the ME&E Exhibitor Service Desk. Exhibitors will need to make their own arrangement for pick-up with their designated freight carrier. An exhibitor representative should remain on-site to insure that your shipment is picked up as planned. Any shipments that remain on show site past the outbound shipping deadline will be forced out on ME&E's carrier of choice at the exhibitors sole expense. ME&E does not provide carrier shipping label

End-of-Show Outbound Shipping Instructions:

- Exhibitors are responsible for providing pre-printed labels for their outbound shipments. If you do not have pre-printed labels, you can create them online on the website of your designated carrier. Print the labels and place them on all containers in your shipment.
- Schedule pick-up with your designated carrier. This includes small package services such as UPS, FedEx, as well as larger freight carriers such as YRC, UPS Freight, etc. If you do not have a preferred carrier, we can re-route your shipment via our preferred carrier, YRC Freight. You are responsible for all shipping charges.
- Fill out a ME&E Bill of Lading. Please make sure to make a selection in the designated area of the Bill of Lading that lets us know what you would like us to do with your shipment if your carrier fails to pick it up.
- Once you have filled out your Bill of Lading, scheduled pick-up with your carrier, and properly packaged your materials, leave your boxes in the center of your booth space and return the Bill of Lading to the Exhibitor Service Desk. This lets us know your shipment is ready for pick-up and we will then retrieve your shipment, move it to the dock and load it onto your designated carrier when they arrive.

SPECIAL HANDLING EXAMPLES



Side Loading



Uncrated or Loose Items



Stacked or Cubed Out



Multiple Shipments



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Advance to Warehouse Shipping Labels

ADVANCE TO WAREHOUSE

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name

Booth #

eRevolution + The Big Gear Show
C/O Modern Expo & Events
YRC Freight
14700 Smith Road
Aurora, CO 80011

MODERN EXPO + EVENTS

DELIVERY DEADLINE FEES MAY APPLY AFTER June 1, 2023



ADVANCE TO WAREHOUSE

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name

Booth #

eRevolution + The Big Gear Show
C/O Modern Expo & Events
YRC Freight
14700 Smith Road
Aurora, CO 80011

MODERN EXPO + EVENTS

DELIVERY DEADLINE FEES MAY APPLY AFTER June 1, 2023



! **IMPORTANT:** Affix at least one label to each container. Make copies if additional labels are needed. **Hazardous materials will not be accepted at Advance Warehouse.**



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Direct to Show Site Shipping Labels

DIRECT TO SHOW SITE

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name	Booth #
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eRevolution + The Big Gear Show
 C/O Modern Expo & Events
 Colorado Convention Center
 700 14th Street
 Denver, CO 80202

DO NOT DELIVER PRIOR TO June 6, 2023

DIRECT TO SHOW SITE

EXHIBIT MATERIAL PLEASE RUSH TO:

Exhibitor Name	Booth #
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eRevolution + The Big Gear Show
 C/O Modern Expo & Events
 Colorado Convention Center
 700 14th Street
 Denver, CO 80202

DO NOT DELIVER PRIOR TO June 6, 2023

! **IMPORTANT:** Affix at least one label to each container. Make copies if additional labels are needed. **Hazardous materials will not be accepted at Show Site.**



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Cart Service & Use of Material Handling Equipment

 **Cart Service is offered to exhibitors arriving in Privately Operated Vehicles (POV)** that have small items that need to be moved from the dock to their booth space. Cart Service is intended for single trip use only. It is not intended as a method for moving large quantities of merchandise. All items must fit on a cart that is approximately 3’ w x 5’ l and can be no more than 3’ h. If your items are too large or too numerous to be moved with Cart Service, you may order labor and forklift service to move your items.

Cart Service is limited to not more than eight (8) pieces and may not exceed 250 lbs. in weight.

Cart Service is limited to one (1) trip per POV.

Crated and palletized items do not qualify for Cart Service. Forklift service is available for crated and palletized items.

POV’s will be unloaded at a specific dock area. Please proceed to the designated POV waiting area and wait to be directed to the dock space to unload.



CART SERVICE			
ITEM DESCRIPTION	QTY.	RATE	TOTAL
Install Cart Service		\$175.00	\$
Dismantle Cart Service		\$175.00	\$
		TOTAL:	
<i>Price is for one round-trip per POV.</i>			

! IMPORTANT: Exhibitors are allowed to **HAND CARRY** materials to their booth space. **The use of wheeled dollies, carts, trollies, pallet jacks, etc. by exhibitors is strictly prohibited.**

! IMPORTANT: Exhibitors are allowed to transport their materials via **PRIVATELY OPERATED VEHICLES (POV)**. POV’s include private sedans, mini vans, SUVs, or pick-up trucks. Any other vehicle is considered a **COMMERCIAL VEHICLE** and is subject to **MATERIAL HANDLING** charges.

! IMPORTANT: Exhibitors are prohibited from using or borrowing Modern Expo & Events equipment without their express permission. All electric scooters, man movers or flat carts are prohibited except for use by Show Management, Facility and Modern Expo & Events.

PAGE TOTAL \$

Company Name: _____ Booth #: _____