# 2022 Nursery/Landscape EXPO

## MATERIAL HANDLING ACCEPTANCE AGREEMENT - REQUIRED

Due to confusion in years past of what is chargeable to exhibitors and what is included with your booth during the move-in process, we have put together the information below to help answer some of your questions. ***Charges for the items below can be found in your Service Kit.***

Please read carefully the below listed chargeable services from our Official Drayage/Material Handling Contractor, Freeman. Your signature of understanding and acceptance is **REQUIRED** prior to moving in any booth/product materials at this year's Nursery/Landscape EXPO being held August 11-12 at the Henry B Gonzalez Convention Center in San Antonio.

**Freeman will charge material handling to the Exhibitor for the following items:**

- All shipments sent to the **Freeman advance warehouse** address. *(Charges included in your Service Kit)*
- All show site shipments, which are **consigned** (delivered into control of receiver) to Freeman.
- All show site shipments, which are not consigned (delivered into control of receiver) to Freeman, and the ***exhibitor representative is not on site to sign*** the carrier bill of lading to accept receipt of goods/shipment. When this occurs, Freeman signs the carrier paperwork, receives the shipment, accepts liability for the shipment and charges exhibitor accordingly.
- **Crated** material where material inside the crate can't be seen by drayage personnel will be charge by weight.
- **Storage** of empty crates, skids, cartons, etc. which were unloaded by the exhibitor, but stored by Freeman.($25 per load)
- **Forklift work** provided in exhibitor booth for placement of trees, product, etc. Exhibitor receives a ONE-TIME placement at NO CHARGE. If your product requires rigging and cannot be IMMEDIATELY placed and supported when Freeman arrives at your booth, you will be charged a minimum of one-hour labor. This includes trees, machinery, boulders, statuary, etc. You must have your booth layout designed PRIOR TO arriving at the convention center in order to save time and money. Please call Keith Ponder at 214-276-3160 with Freeman for more clarification of these charges. **Important Note:** Keith is **ONLY** available Monday-Friday 8am-5pm.
- **Use of Freeman owned** straps, chains, etc. used to unload trees, product, etc. ($45 per strap/chain)
- When carrier delivers **loose, un-skidded plants** and Freeman extends additional labor to put plants on carts, pallets, etc. in order to deliver to the booth. Exhibitor will be charged a labor charge based on equipment and labor used. A minimum of one-hour labor will be charged.
- Any product unloaded and delivered to your booth by Freeman that is part of your display and **not an actual product you sell in your normal course of business** will be charged by weight.
- Any **product NOT removed from exhibit space by 12 noon** on the last day of move out - the cost of labor/equipment to remove product will be charged to the Exhibitor.

❑ **I understand the above chargeable items and accept charges that may occur according to the guidelines listed above.** *(MUST Complete all Information Below)*

Company_____ Booth #(s) _____

Authorized Signature _____

Printed Name _____

On-Site Mobile #_____ Email _____