

***Beyond School Hours XV  
Conference***

***February 15-17, 2012***

***Hyatt Regency SFO  
Burlingame, California***

**CURTIN**

**Convention & Exposition Services, Inc.**

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

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**BEYOND SCHOOL HOURS XV CONFERENCE**

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# WELCOME LETTER

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
[www.curtinconvention.com](http://www.curtinconvention.com)

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Dear Exhibitor:

We are pleased to be serving as the Official Drayage Contractor  
for the upcoming:

**Beyond School Hours XV Conference**

**February 15-17, 2012**

**Hyatt Regency SFO**

**Burlingame, California**

Enclosed please find our Order Forms for drayage and outbound shipping  
information for this conference.

We look forward to working with you to make this conference most successful for  
you.

Cordially,

Curtin Convention & Exposition Services, Inc.



# IMPORTANT EXHIBITOR INFORMATION (PAGE A)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

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## Beyond School Hours XV Conference

### Important Dates to Remember

First date freight can arrive at the warehouse .....Wednesday, January 18, 2012  
Advance Freight Paperwork and Payment due .....Monday, February 13, 2012  
Last day freight can arrive at the warehouse .....Monday, February 13, 2012  
Exhibit setup times .....11:00am to 4:00pm, Wednesday, February 15, 2012  
\*Exhibits must be set up by 4:00pm  
Exhibits are open/Opening Reception.....5:30pm to 8:00pm, Wednesday, February 15, 2012  
Exhibits are open.....7:00am to 5:00pm, Thursday, February 16, 2012  
Exhibits are open.....7:00am to 5:00pm, Friday, February 17, 2012  
Exhibit teardown times.....5:00pm to 7:00pm, Friday, February 17, 2012  
Earliest that freight can be picked up.....5:00pm, Friday, February 17, 2012  
Show floor must be clear by.....7:00pm, Friday, February 17, 2012

**IMPORTANT:** The exhibit area must be cleared by 7:00pm, Friday, February 17, 2012.  
Curtin will not be responsible for material left on the show floor.

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### Freight

#### Advance Shipments

Advance Shipments may begin arriving to the warehouse on Wednesday, January 18, 2012.

Advance Freight Paperwork and Payment due by Monday, February 13, 2012. If Freight Paperwork and Payment are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is Monday, February 13, 2012.

Shipments received after Monday, February 13, 2012 will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to Hyatt Regency SFO. Transit Charges will be determined at the time of the receipt of Late Freight.

#### Advance Warehouse Freight Address

Please label each piece of freight as follows:

TO: (Name of Company and Space Number)  
FOR: Beyond School Hours XV Conference 2012  
C/O: YRC/Curtin Convention  
201 Haskins Way  
South San Francisco, CA 94080

DO NOT ADVANCE SHIP directly to Hyatt Regency SFO. Your shipment will be returned. This is PROHIBITED! Please refer to the Freight Order for Service forms enclosed.

**Important:** Please see the enclosed Material Handling Order Forms and Curtin's Limits of Liability page. Curtin must receive these completed forms if you are shipping.

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Questions: Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

## **Beyond School Hours XV Conference**

### **Freight (continued)**

#### **Show-Site Delivery of Freight by Private-Owner Vehicles and 3rd Party Carriers**

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move materials that can be hand carried by one person, in one trip, per company, without the use of a handcart or dollies, or other mechanical equipment into Hyatt Regency SFO.

All Private vehicles will be unloaded/loaded at a charge of \$154.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Conference. See Freight Rate Schedule enclosed. *Use of the Loading Dock is EXCLUSIVE to Union unloading and loading your materials.*

#### **Outbound Shipping**

OUTBOUND SHIPPING IS NOT AUTOMATIC.

Exhibitors are responsible for providing Curtin with a Bill of Lading containing outbound shipping information.

YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Bills of Lading and Labels will be provided to those exhibitors shipping outbound via YRC.

Exhibitors not using YRC need to arrange with a carrier to pick up materials at Hyatt Regency SFO, after **5:00pm, Friday, February 17, 2012** and all Materials must be off the show floor by **7:00pm, Friday, February 17, 2012**. \*Arrange to have your carrier's driver check in at the CURTIN Service Desk prior to pickup. All Space Representatives must turn in a Bill of Lading to the CURTIN Service Desk, prior to leaving Show Floor.

**IMPORTANT:** Any materials left on the show floor after 7:00pm, Friday, February 17, 2012 will be shipped out via YRC at the exhibitor's expense.



# TERMS & CONDITIONS, PAYMENT POLICY, SAFETY, SECURITY & PRIVACY POLICY

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
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## TERMS & CONDITIONS

Curtin Convention & Exposition Services, Inc.  
conducting business in the continental United States

## Exhibitor Agreement

Please read the following terms and conditions carefully.

By placing an order with Curtin Convention & Exposition Services, you agree to the following Payment Terms, Union Regulations, Safety Rules, and Limits of Liability & Responsibility.

## PAYMENT TERMS

- All Orders must be accompanied with "Full Payment" via Credit Card (Visa, MasterCard, or American Express) or via Company or Personal Check.
- All payments must be in U.S. Dollars.
- Advance Prices are only available if payment is received 10 days prior to show installation.
- Orders and payments processed after this time will be charged at the Regular Prices.
- A Credit Card Charge Authorization form must also be completed and faxed to 415-883-1755 prior to show installation.
- Additional order made at show site will be charged at the time of order using the provided credit card on the authorization form.
- Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.
- CANCELLATION POLICY FOR DISPLAY LABOR: No Refunds or credits will be issued after 3 days prior to show move in date.
- Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.
- Refunds and exchanged are not permitted after the service or equipment have been delivered.
- If Curtin determines a credit is due, the credit will be applied to the credit card on file and within 30 days after show termination.

## SECURITY

Curtin uses the industry-standard SSL (Secure Socket Layer) encryption to process credit card transactions safely to better protect you and our business. Absolutely no information about our customer's data will be released, sold, or loaned to businesses or anyone else.

## PRIVACY POLICY

Your privacy is taken seriously by Curtin. At no time will any third party have access to your name, contact information, email address, or credit card information. Your name and address will only be used for delivery of your order and receipt. Your credit card information will be process securely

## **Beyond School Hours XV Conference**

### **UNION REGULATIONS**

To assist you in planning for your participation in this Trade Show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various Unions involved, we are furnishing you with the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

**DISPLAY WORKERS UNION:** Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your Space, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

**TEAMSTERS UNION:** This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

**ELECTRICIANS UNION:** The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

### **SAFETY RULES**

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your Space, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

### **LIMITS OF LIABILITY & RESPONSIBILITY**

1. CURTIN and its contractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the Space by CURTIN or its contractors and the arrival of the Exhibitor's representative at the Space. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the Space for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the Space unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's Space, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's Space for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from Space and corrected where discrepancies exist.
3. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
4. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.

Continued on page 2.

## **Curtin Limits of Liability & Responsibility (Page 2) - Beyond School Hours XV Conference**

5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
7. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.
8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one year after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to Space without guarantee of piece count or condition.
11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN 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, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after close of event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

**I have read and agree to these Payment Terms, Union Regulations, Safety Rules, and Limits of Liability & Responsibility.**

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **ATTENTION**

## **PETROLEUM SURCHARGE INFORMATION**

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

The Industry standard Petroleum Surcharge is 4%. Curtin has enacted a 2% increase on all services published in the exhibitor service manual. The Petroleum Surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. Computation of Charges page.

Petroleum costs impact every facet of the Trade Show business, from the cost of Carpeting (which is essentially processed petroleum), to Plastics, Visqueen, Propane Fuel and Diesel Fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your continued support.



# COMPUTATION OF CHARGES

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 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

Event/Convention Beyond School Hours XV Conference		Space Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

## Forms, Payment, and Shipping

- CURTIN order forms and payment should be mailed or faxed directly to CURTIN.
- The SHIPMENT of your Exhibit should be sent to:  
 TO: (Name of Company and Space Number)  
 FOR: Beyond School Hours XV Conference 2012  
 C/O: YRC/Curtin Convention  
 201 Haskins Way  
 South San Francisco, CA 94080
- Please see PAYMENT POLICY ENCLOSED

## Recap of Payment

For CURTIN Order Forms only

FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
2% Petroleum Surcharge	\$ _____
<b>TOTAL (U.S Funds)</b>	\$ _____

### Formula for Computing Freight Charges:

Minimum freight charge of 200 lbs. Round up all weights to next hundred lbs. (CWT)

Number of Pounds \_\_\_\_\_ divided by 100 = \_\_\_\_\_ x \$ \_\_\_\_\_ per 100 lbs. = \$ \_\_\_\_\_



# CREDIT CARD CHARGE AUTHORIZATION

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 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

Event/Convention Beyond School Hours XV Conference		Space Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form with your orders\*\*

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION may FAX it with accompanying CURTIN Order Forms to: (415) 883-1755.

Payment Options:     American Express     VISA     MasterCard  
 Indicate:     Company Credit Card     Personal Credit Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 or 4 digit Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please print clearly the following information:

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*\*For your convenience, we will use this authorization to charge your credit account for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling. Please advise us, if you do not want this service.

# ADVANCED WAREHOUSE FREIGHT SERVICE

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Advance Shipments may begin arriving to the warehouse on **Wednesday, January 18, 2012**.

The **Material Handling Services Order Form and Payment** are due by **Monday, February 13, 2012**. If the **Material Handling Services Order Form and Payment** are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is **Monday, February 13, 2012**.

Shipments received after **Monday, February 13, 2012** will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to the Hyatt Regency SFO. Transit Charges will be determined at the time of the receipt of Late Freight.

## Advance Warehouse Shipping Address

Please label each piece of freight as follows:

TO: (Name of Company and Space Number)  
FOR: Beyond School Hours XV Conference 2012  
C/O: YRC/Curtin Convention  
201 Haskins Way  
South San Francisco, CA 94080

- DO NOT ADVANCE SHIP directly to the Hyatt Regency SFO prior to the show move-in date. Prior to this date, Curtin will not be available on-site to receive your shipment. Your shipment will be returned.
- All shipments should be insured by the Exhibitor from the time they leave his/her firm until they are returned from the show.
- Shipments received without receipts or freight bills, such as UPS and FedEx, will be delivered to Space without guarantee of piece count or condition. No liability will be assumed for such shipments.
- Curtin will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to Space, or before we have picked up for loading out of exhibit hall. In all instances, Curtin's maximum limit of liability will be \$.30 per pound per article.
- Services such as erection, uncrating, unskidding, dismantling, crating, or skidding in Space, the following rates apply at a (1) hour minimum:

Material Handler:	\$100/per hour-Straight Time	\$139/per hour-Overtime
Forklift with Operator up to 4000lbs:	\$145/per hour-Straight Time	\$190/per hour-Overtime
Forklift with Operator up to 10,000lbs:	\$165/per hour-Straight Time	\$210/per hour-Overtime
Banding Steel:	Steel \$.60 per linear foot plus labor	

**Straight Time:** Monday through Friday 8 AM – 4:30 PM

**Overtime:** Monday through Friday, 8 AM, after 4:30 PM

**Double Time:** Any time Saturday, Sunday and Holidays.



# MATERIAL HANDLING SERVICES & RATES

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 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

## SERVICES INCLUDED IN RATES

- Labor and equipment to unload shipment
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the Space location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

## RATE INSTRUCTIONS

- For more cost-effective material handling, consider shipping all your materials in one shipment either crated or as a shrink-wrapped pallet.
- Advance Warehouse and Show-Site Shipments are offered at the same rate. Advance Warehouse shipments are recommended if time allows.
- 200 lb. minimum charge per shipment
- Weight is based on the incoming weight only and all weights are rounded up to the next CWT.
- Special services rates will be charged at the stated weight at time of delivery, unless a weight certificate is attached.
- No credits will be issued.
- Stated Rates apply to both Advance Warehouse and Show Site Shipments
- Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Hyatt Regency SFO Loading Dock during published move-in hours and move-out hours. CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and for Pick ups. Any Questions prior to move-in date, please contact CURTIN at (415) 883-7818.

Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate <b>\$154.00/cwt. roundtrip rate</b>	<b>REGULAR SHIPMENTS</b> rates apply to <u>crated</u> shipments arriving to Warehouse and/or Show Site via common carrier and requiring no special handling.
Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse & Show Site Rate <b>\$179.00/cwt. roundtrip rate</b>	<b>SPECIAL SHIPMENTS or SPECIAL CARRIER</b> – Rates apply to uncrated, unskidded, or wrapped shipments arriving to Warehouse and/or Show Site via common carrier and requiring special handling. Rates also apply to shipments arriving to the Warehouse and/or Show Site via special carrier which include FedEx, UPS, DHL, etc. due to their delivery procedures and documentation.
Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse Rate <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b>	<b>LATE SHIPMENTS</b> Shipments received at the warehouse after <u>Monday, February 13, 2012</u> will be charged a 25% surcharge plus a Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.
Per CWT (100 lbs.) Minimum Charge (200 lbs.) Warehouse Rate <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b>	<b>SHIPMENT WITHOUT MATERIAL HANDLING SERVICES ORDER FORM AND PAYMENT</b> Shipments received without the completed material handling services order form and payment will be charged at 25% surcharge.



# MATERIAL HANDLING SERVICES ORDER FORM

2269 Chestnut Street, Suite 628  
 San Francisco, California 94123  
 Phone: 415-883-7818 • Fax: 415-883-1755  
 www.curtinconvention.com

<b>Convention Name: Beyond School Hours XV Conference</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Space#</b>
<b>Email Address:</b>	<b>Phone#</b>

<b>Originating City/State of Shipment:</b>	<b>Shipping Date:</b>
<b>Carrier:</b>	<b>Approximate Arrival Date(s):</b>
<b>Local Representative:</b>	<b>No. of Shipments:</b>
<b>Phone # of Local Representative:</b>	<b>No. of Total Pieces:</b>

When estimating and recording total weight per shipment, please round to the next 100 pounds.

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge)	Charge
<b>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</b> Crated shipments via common carrier to the advance warehouse.	\$154.00/cwt x _____lbs.	\$
<b>REGULAR SHIPMENTS TO SHOW SITE</b> Crated shipments via common carrier to the show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$154.00/cwt x _____lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$179.00/cwt x _____lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$179.00/cwt x _____lbs.	\$
<b>LATE SHIPMENTS</b> Shipments received at the warehouse after Monday, February 13, 2012. Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.	25% surcharge added to above fee	\$
<b>TOTAL PAYMENT</b>		<b>\$</b>

**IMPORTANT:** It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need Special Handling Services such as a Forklift, Extra Handling Labor, etc., call (415)883-7818 to make arrangements.

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.**

<b>Authorized By:</b>	<b>Signature:</b>
-----------------------	-------------------



# REFORWARDING INSTRUCTIONS – ORDER FORM

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

<b>Convention Name: Beyond School Hours XV Conference</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Space#</b>
<b>Email Address:</b>	<b>Phone#</b>

## Reforwarding Instructions at End of Show

### OUTBOUND SHIPPING IS NOT AUTOMATIC

#### PLEASE READ THE INFORMATION BELOW AND COMPLETE THE FORM

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC.
- Exhibitors not using YRC must to arrange with a carrier to pickup materials at the Hyatt Regency SFO's Loading Dock after 5:00pm, Friday, February 17, 2012.
- All materials must be off the show floor by 7:00pm, Friday, February 17, 2012.
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after 7:00pm will be shipped out via YRC at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in Space by exhibitor.
- CURTIN will count and ship pieces as we find the shipment in the Space upon removal.
- CURTIN will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after they have been delivered to the Space or before we have picked up for loading out of exhibit area.
- At the close of the Show, where carriers fails to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor, and they will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.
- Method of Outbound Shipment (check one)

<b>Motor Freight [ ]</b>	<b>Air [ ]</b>	<b>Van Line [ ]</b>	<b>Other _____</b>	<b>Private Vehicle [ ]</b>
<b>Return Shipping Address:</b>				
<b>Contact Person/Phone Number:</b>				
<b>Carrier:</b>			<b>Number of Outbound Pieces:</b>	



# SHIPPING LABELS FOR THE ADVANCE WAREHOUSE

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

- These labels are for your own convenience. Feel free to use your own shipping labels.

## Important Shipping Date for the Advance Warehouse:

- First Date Freight can arrive to the Advance Warehouse: **Wednesday, January 18, 2012**
- Last Date Freight can arrive to the Advance Warehouse: **Monday, February 13, 2012**

## Instructions for using the shipping labels provided below:

- On the shipping label(s) in the area where "TO:" is indicated, write in your **Company Name and Space #.**
- For your reference, make of copy of the completed shipping label(s).
- Cut the completed shipping label(s) out and securely affix the label(s) to your freight.

**TO:**

**Space #:**

**FOR: Beyond School Hours XV Conference  
C/O: YRC/Curtin Convention  
201 Haskins Way  
South San Francisco, CA 94080**

**TO:**

**Space #:**

**FOR: Beyond School Hours XV Conference  
C/O: YRC/Curtin Convention  
201 Haskins Way  
South San Francisco, CA 94080**

