



american exposition services



CPCA Annual Conference 2024  
10/17/24 - 10/18/24  
SAFE Convention Center  
Sacramento, CA

## Shipping & Material Handling Information

American Exposition Services is the exclusive provider of material handling services for this event. Due to liability concerns and/or labor jurisdictions, Exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

**Shipping vs Material Handling.** Shipping is the process of transporting your shipment from its origin to its final destination via a shipping carrier. Material handling via AES begins at the time your shipment arrives at the dock. These are separate services and billed independently.

You have the following options to get materials to your booth for this event:



### Ship to Advance Warehouse

Shipments may begin arriving 30 days prior to show move-in. Reference the specified dates/times for receiving. Please use the Advance Warehouse shipping labels provided. Material handling charges will automatically be applied to your account upon receipt of each shipment.



### Ship Direct to Show Site

Carrier shipments will be accepted by AES at the show site during exhibitor move-in hours only. Please reference the schedule below. Use the Direct to Show Site labels provided. Material handling charges will automatically be applied to your account upon receipt of each shipment.



### Cartload (POV) Service at Show Site

A person and cart will be available for hire to assist with small item delivery from your vehicle to your booth. This is a round trip service, and restrictions will apply. Please reference the POV Unloading Information provided for specific rules and regulations.



### Hand Carry

Company personnel can hand carry small items to their booth, so long as they are not crossing the loading dock area. Specific rules and regulations apply to this option, so exhibitors should reference the Union Jurisdictions governing this event prior to move-in.

## Exhibit Show Schedule

### Exhibitor Move-In

Wednesday, October 16, 2024 • 12:00pm - 4:30pm

### Exhibit Hours

Thursday, October 17, 2024 • 8:00am - 4:30pm

Friday, October 18, 2024 • 8:00am - 2:00pm

### Exhibitor Move-Out

Friday, October 18, 2024 • 2:00pm - 6:00pm

### Carrier Check-In Closes / Reroute Begins

Friday, October 18, 2024 • 5:00pm

## Shipping Addresses

### Advance Warehouse Shipment

Exhibit Company Name / Booth Number  
CPCA Annual Conference 2024  
American Expo c/o Old Dominion FL  
1341 N Market Blvd. Suite 300  
Sacramento CA 95834

### Direct to Show Site Shipment

c/o American Expo  
Exhibit Company Name / Booth Number  
CPCA Annual Conference 2024  
SAFE Credit Union Convention Center  
1401 K Street, Sacramento CA 95834

## IMPORTANT DEADLINES

### First Day for Warehouse Deliveries without a Surcharge

Wednesday, September 11, 2024

Receiving Hours: 9:00am - 4:00pm, Mon-Fri, Closed Holidays

### Last Day for Warehouse Deliveries without a Surcharge

Friday, October 4, 2024

### Last Day for Warehouse Deliveries\*

Friday, October 4, 2024

! Last day freight can arrive to advance warehouse with guarantee of delivery to booth for exhibitor move-in.

### Direct to Show Site Shipments Accepted

Wednesday, October 16, 2024 • 12:00pm-4:30pm

### Outbound Carrier Check-In Closes / Reroute Begins

Friday, October 18, 2024 • 5:00pm



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### Dock Location

When setting up your freight deliveries or pickups, please give instruction to your carrier where the dock location is. Some drivers are not familiar with the area and often the main address will put them at the wrong side of the building.



#### Dock Location

SAFE Credit Union Convention Center

Trucks will enter off of L Street. Turn right onto 14th and stop to sign in as they are approaching K Street.

### Labor Jurisdictions

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that AES's labor will be required for certain aspects of your exhibit material handling. To help you understand the show site work rules, please read the Union Rules & Regulations included in the service kit.

### Dismantle & Move-Out Information



#### Pickup Location

SAFE Credit Union Convention Center

1401 K Street

Sacramento CA 95814

**Empty Container Return.** For everyone's safety, please DO NOT pack up your booth before close of show. Once aisle carpets are rolled up and/or floor protection is installed, AES will begin returning empty containers and skids. Depending on the size of the event, this process could take several hours. Please keep aisles free of crates, boxes and furnishings to help speed up the process. For safety reasons, please don't encroach into the dock or storage area to find your crates.

**Outbound Paperwork Requirements.** To ship or load out any materials from the building, you must first fill out a Material Handling Agreement (MHA). These are available at the Exhibitor Service Desk. All show balances must be paid in full to receive a form. Once all materials are packed and labeled for outbound service, return the MHA to our service desk. Your labeled shipment should remain in your booth space.

**Show Carrier.** 3-Way Logistics, provided by AES, is the preferred carrier for this event. Please call their specialists to arrange all inbound and outbound shipments at (909) 503-0572 , or email [aes@threeway.com](mailto:aes@threeway.com). If you choose to use a carrier other than 3-Way Logistics, you will need to make all inbound and outbound arrangements.

**Outside Carriers.** To maintain an on-time move-out schedule, all Carriers must check in with AES no later than the posted deadline. If prior shipping arrangements have not been made or your carrier fails to check in during the allotted time, the official show carrier will be on-site to coordinate or re-route shipments.

If you are shipping with UPS or FedEx, you MUST bring your own shipping labels for each piece and schedule your own pickup. Shipments without correct labels or pickup confirmations will NOT be picked up or released to the carrier. It is recommended that you use the site Business Center for these shipments if available. Additional fees may apply for their service.

**Disposal and Abandoned Materials.** Exhibitors and/or their representative remaining on the show floor after the published move-out times may charged labor wait fees if your booth dismantle delays AES operations. Exhibit materials left on the show floor without shipping labels (abandoned), may be thrown away at Exhibitor's expense. Additionally, bulk items (non-sweepable), will be charged disposal fees + one hour minimum labor as necessary.



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## (POV) Personally Operated Vehicle - Unloading Information

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### Labor Jurisdictions

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that AES's labor will be required for certain aspects of your exhibit material handling. To help you understand the show site work rules, please read the Union Rules & Regulations included in the service kit.

### Cartload Service and Qualifications

Cartload service consists of one man with push cart or pallet jack from the dock to your booth, round trip. For those choosing to drive your materials to the show, the following qualifications will apply for AES cartload service.

- Personally Operated Vehicles are defined as cars, pickup trucks, small vans and other vehicles primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service OR have material that requires mechanical assistance to unload, will be directed to the Material Handling area of the Loading Dock or Marshaling Yard.
- Each cartload is approximately (8) pieces or 200 lbs. with a maximum of 50 lbs. for any single piece.
- For safety reasons, the Freight Supervisor may deem materials too large or heavy for Cart Service and therefore considered Freight and handled by AES at the published Material Handling freight rates.
- Cart Service includes storage of empty cartons, fiber cases and product boxes at no additional charge. Empty stickers can be obtained at the AES Service Center.

### Vehicles That Qualify:



### Vehicles That DO NOT Qualify:



### Instructions For Service

- To receive Cart Service, proceed directly to the facility loading dock and check in with the attendant or designated POV check-in Supervisor.
- It will be determined at this time by AES management if your vehicle will qualify for Cart Service versus Material Handling. You will be required to fill out necessary paperwork prior to service completion.
- Cart Service will be provided on a first come, first served basis. Once your materials are unloaded, your vehicle must immediately be moved out of the unloading area. If you wish to accompany your materials to your booth, another person must be available to remove the vehicle.
- Labor and carts are NOT permitted to enter or go to any parking structure.
- Any disputes regarding Cart Service will be handled at the time of unloading.

Need assistance? Contact us at (916) 925-3976 or [info@american-expo.com](mailto:info@american-expo.com)



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## Advanced Shipping Label

Print and affix at least one shipping label to each piece of shipped material. Be sure to include exhibiting company name, booth number and piece count. If you are creating your own labels, please make sure the same information below is on your labels.

RUSH



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### ADVANCED WAREHOUSE

**TO:**

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Exhibiting Company Name

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Exhibiting Company Booth Number

**American Exposition Services**  
c/o Old Dominion Freight Lines  
1341 N Market Blvd. Suite 300  
Sacramento, CA 95834

**EVENT:**  
CPCA Annual Conference 2024

Piece # \_\_\_\_\_ of \_\_\_\_\_

**Delivery Hours: Monday - Friday 9:00am - 4:00pm**  
**First day freight can arrive without a surcharge:**  
Wednesday, September 11, 2024  
**Last day freight can arrive without a surcharge:**  
Friday, October 4, 2024

## Advanced Shipping - Hanging Sign Label

Print and affix at least one shipping label to each piece of shipped material. Be sure to include exhibiting company name, booth number and piece count. If you are creating your own labels, please make sure the same information below is on your labels.

Signs and other equipment approved to hang from the ceiling must be delivered to the advanced warehouse shipping address. Please identify these items with the correct labels so we may install your hanging elements early.

RUSH



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## ADVANCED WAREHOUSE HANGING SIGN

TO:

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Exhibiting Company Name

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Exhibiting Company Booth Number

**American Exposition Services  
c/o Old Dominion Freight Lines  
1341 N Market Blvd. Suite 300  
Sacramento, CA 95834**

EVENT:  
CPCA Annual Conference 2024

Piece # \_\_\_\_\_ of \_\_\_\_\_

**Delivery Hours: Monday - Friday 8:30am - 4:00pm**  
**First day freight can arrive without a surcharge:**  
Wednesday, September 11, 2024  
**Last day freight can arrive without a surcharge:**  
Friday, October 4, 2024



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## Direct Shipping Label

Print and affix at least one shipping label to each piece of shipped material. Be sure to include exhibiting company name, booth number and piece count. If you are creating your own labels, please make sure the same information below is on your labels.

DIRECT TO SHOW SITE

  
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DIRECT TO SHOW SITE

TO:

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Exhibiting Company Name

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Exhibiting Company Booth Number

SAFE Credit Union Convention Center  
c/o American Expo Services  
1401 K Street,  
Sacramento, CA 95814

EVENT:  
CPCA Annual Conference 2024

Piece # \_\_\_\_\_ of \_\_\_\_\_

DO NOT DELIVER PRIOR TO:  
Wednesday, October 16, 2024



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## Shipping and Material Handling - Definitions & FAQ

### What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives at the dock (please refer to 'What is Material Handling for the full definition). These are separate services and billed independently.

### What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including 3-Way Logistics by AES.

### What carrier do I use to ship?

Please carefully consider your carrier prior to arranging your shipment(s) to and from the event. Various carriers may have limited services that can affect timing and delivery procedures. This may result in delays and/or additional fees.

3-Way Logistics, provided by AES, is the preferred carrier for this event. Please call their specialists to arrange all inbound and outbound shipments at (909) 503-0572, or email [aes@threeway.com](mailto:aes@threeway.com). If you choose to use a carrier other than 3-Way Logistics, you will need to make all inbound and outbound arrangements.

### Can I ship collect?

No. AES will not accept nor be responsible for any collect shipments. Please prepay all shipping charges.

### Who do I consign my shipment to?

All shipments must be consigned "c/o American Exposition Services" to enable us to accept them for material handling to your booth. Shipments consigned to exhibiting companies, hotel guests or venues risk shipment refusal and/or storage fees in addition to material handling charges based on labor jurisdictions.

### What is Material Handling (Drayage)?

Material Handling is the process of receiving a shipment from your carrier, including POVs, and managing onsite handling of the shipment throughout the event. This is a standard event procedure with associated fees typically based on shipment weight.

The Material Handling process includes:

- Unloading freight from your carrier once it arrives at the warehouse or show site receiving dock.
- Transporting your materials from the dock to your booth space.
- Removing empty shipping containers (boxes, crates, pallets) from your booth.
- Temporary storage of your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of the event.
- Transporting your materials back to the loading dock for outbound service.
- Loading your freight into your carrier's transport vehicle for return shipping.

### What is the definition of freight?

Any exhibit materials shipped or delivered to the advance warehouse or show site via shipping carrier, POV or delivery truck.

### What does CWT mean?

CWT is an acronym for Century Weight, also known as Hundredweight (100 lbs.)

### What determines my material handling billing?

Charges are most commonly based on weight using the inbound certified weight ticket included with your shipment as well as the type of service required.

### How do I calculate material handling charges?

Material Handling, whether used completely or in part, are offered as a round trip service, and billed on the inbound weight of the shipment. Published rates apply to every CWT (100 lbs.) and fractional poundage is rounded up to the next CWT. Each shipment received is considered and billed separately.

Example: 375 lbs. rounded up to 400 lbs./100 lbs. = 4 x (rate) = \$ Amount or minimum charge, whichever is greater.

### What are rate classifications?

AES has adopted two rate classifications to minimize the guesswork and unpredictability of material handling fees.

Our **1R (one-rate)** classification is a round trip material handling rate with no added fees including overtime, special handling, marshaling yard, reweigh or warehouse add-ons. This applies to any single shipment greater than 40 lbs. or has two-way service.

The **Small Package** classification is an inbound-only rate to include smaller collateral shipments consisting of cartons and envelopes no heavier than 40 lbs. per shipment gross.

### Will there be any additional fees?

Additional fees may apply to your shipment for the following reasons.

**Early or Late to Warehouse.** Shipments arriving to the Advance Warehouse before or after the designated deadline will be charged an additional 30%.

**Off-Target Fee:** If your event has a targeted move-in or posted show site receiving schedule, your shipment must arrive during these hours. If your shipment is received outside of that published time frame, an additional fee of 30% will be charged.

**Shipments Returned to Warehouse:** Shipments returned to the warehouse at the close of the show for designated pickup will be charged 75% of the inbound rate classification with a 200 lb. minimum. Shipments must be picked up within 72 hours to avoid storage fees.

### How can I save on Material Handling fees?

Consolidate. Whether you ship to the advanced warehouse or to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge. Skidding or crating items is a good way to consolidate so your materials arrive together.

Need assistance? Contact us at (916) 925-3976 or [info@american-expo.com](mailto:info@american-expo.com)





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### Do I need to order a forklift to unload or reload my freight?

No. Please do not order forklift labor for the unloading and reloading of your freight. Once your materials are delivered to your booth space, if you need forklift labor to uncrate, place, install or dismantle your exhibit, please place an order for forklift labor.

### What are Advanced Shipments?

All shipments addressed to the advanced warehouse (please use the Advanced Warehouse shipping labels). AES will accept your shipments 30 days prior to show move-in (refer to the show schedule for exact dates).

Unless otherwise noted, the advanced warehouse will receive shipments Monday - Friday, 8:00am - 4:00pm, excluding holidays. To avoid early or late fees, shipments must arrive within the dates published for the advanced warehouse.

Crates, skids, cartons, fiber cases and carpets will be accepted at the warehouse. Please do not ship oversized crates and/or crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to the warehouse. Those items must be shipped directly to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets are required.

All shipments must be prepaid. No collect shipments will be accepted.

### What are Direct Shipments?

All shipments addressed directly to the show site (please use the Direct to Show Site shipping labels). Shipments must arrive during the published exhibitor move-in times only. Avoid shipping direct to show site in advance, as these shipments will be refused. If your shipment cannot be guaranteed to arrive during exhibitor move-in, please ship to the advanced warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets are required.

Oversized crates, crates weighing over 5,000 lbs., loose/uncrated shipments, and machinery shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid. No collect shipments will be accepted.

### What is Vehicle / Mobile Unit Spotting?

Vehicles or mobile units for display. This includes self propelled (powered), rolling stock, towed and/or pushed vehicles/machinery (non-powered). Exhibitors or Agents with vehicles or mobile units will require spotting guidance to their respective booth locations. This guidance is required and provided by AES to prevent injury or damage to exhibitors, property of others, or when necessary to move obstacles in aisle ways.

### Important Rules and Regulations

- Battery cables must be disconnected.
- Fuel tank must be at 1/4 tank or less.
- Gas cap must either be taped shut or have lockable gas cap.
- At least 36" clear access or aisle around vehicle.
- Venue may require plastic or pan under oil pan.

### What is a Material Handling Agreement (MHA)?

A MHA is a multi-part document required for all outbound service which indicates shipping origin, destination, billing parties, contents, and conditional agreement between the exhibitor and AES. A MHA must be filled out for any shipment leaving the exhibit venue and/or materials handled by AES.

### Outbound Shipping.

If you have an outbound shipment, you must complete an AES Material Handling Agreement (MHA). MHA's will be available at the Exhibitor Services Desk and distributed if all services have been paid in full.

Upon completion of packing and labeling your materials, complete the MHA with all required information, and return it to the Exhibitor Services Desk. If you have any questions on how to complete the MHA, need shipping labels and/or shipping carrier service, please ask an AES Exhibitor Services Representative located at the Service Desk.

If you are not using the designated show carrier, you must call your carrier with pickup instructions. If your carrier fails to pick up your shipment, AES will either reroute your shipment with the designated show carrier or return your shipment to the local warehouse (fees apply), whichever is indicated on your MHA. **Please be aware 'Return to Warehouse' service is not always available and your shipment will default to the reroute option.**

### Carrier Check-In.

All carriers must be checked in no later than the hours indicated in the show schedule. If prior shipping arrangements have not been made or your carrier fails to check in during the allotted time, the designated show carrier will be on-site to coordinate or re-route shipments.

### Small Parcel Carriers.

Examples of small parcel carriers are UPS and FedEx. Use of these carriers require the use of specific shipping labels for each piece and schedule your own pickup. Shipments without correct labels or pickup confirmations will NOT be picked up or released to the carrier. It is recommended that you use the site Business Center for these shipments if available. Additional fees may apply for their service.

### Questions?

If you need assistance, please contact our customer service agents who will be happy to help.



**General Shipping and Material Handling**  
[info@american-expo.com](mailto:info@american-expo.com)  
916.925.3976



**Shipping Quotes by 3-Way Logistics**  
[aes@threeway.com](mailto:aes@threeway.com)  
909.503.0572