



INTERNATIONAL & DOMESTIC SHIPPING INSTRUCTIONS

SLI Freight Inc. is the official logistics provider for the upcoming WORLD MAKER FAIRE NEW YORK 2018; therefore it is our pleasure and responsibility to assist you in the transporting of your exhibition material safely and efficiently to your booth at the NY HALL OF SCIENCE. Our scope of work and services encompass all steps and procedures required to get your international and domestic exhibits on time to show site, and back to origin if necessary.

DEADLINES:

The following deadlines for pick up from origin are critical to ensure the timely arrival of your exhibits to Show site.

OCEAN FREIGHT from ASIA	AUGUST 14, 2018
OCEAN FREIGHT from EUROPE or SOUTH AMERICA	AUGUST 24, 2018
AIR FREIGHT WORLDWIDE	SEPTEMBER 5, 2018
DOMESTIC TRUCKING (US & CANADA)	SEPTEMBER 12, 2018

<u>SHIPPING & MATERIAL HANDLING FORM (attached):</u> Your first step is to kindly complete the enclosed Shipping & Handling Form and send it back to our attention. This form consists of the description of your freight including the number of pieces, weight, dimensions, and method of shipping.

The Shipping & Material Handling Form will allows us to provide you with the costs of shipping from your door to booth, or inform us of your method of shipping in order to schedule an appointment for your delivery accordingly.

<u>COMMERCIAL INVOICE/PACKING LIST:</u> This will only be required for International Shipments. Separate commercial invoices must be completed for <u>Permanent Entry (consumables)</u>, and for <u>Temporary Entry (returns to origin)</u>.

INSURANCE: Please note that all work undertaken by **SLI Freight Inc.** is at the owner's (exhibitor's/end-user's) risk, and that NO insurance is included or automatically provided without prior written instructions requesting additional coverage. All exhibitors should make certain that shipments are covered by a full comprehensive policy from the time and point of dispatch, and return to final destination.





All shipments not being transported by SLI Freight can be sent to Advance Warehouse or Show Site by your own carrier as follows:

SHIPPING BY OWN CARRIER TO ADVANCE WAREHOUSE:

* Shipments will be accepted at Advance Warehouse starting AUGUST 22 - SEPTEMBER 14 (Mon - Fri / 8am - 4pm):

WAREHOUSE Receiving Address:

MAKER FAIRE NEW YORK 2018 C/O SLI FREIGHT - BBT 150-15 183RD STREET JAMAICA, NY 11413

REF: "SPONSOR NAME"

SHIPPING BY OWN CARRIER TO SHOW SITE:

* Shipments will be accepted at show site SEPTEMBER 19 - 21 (9am - 4pm):

SHOW SITE Receiving Address:

MAKER FAIRE NEW YORK 2018 C/O SLI FREIGHT NEW YORK HALL OF SCIENCE 47-01 111TH STREET CORONA, NY 11368

REF: "SPONSOR NAME"

* Please note that a Material Handling Fee will apply to all shipments sent to Warehouse or Show Site as per enclosed tariff.

The Material Handling costs include all on-site services related to freight such as unloading and loading of exhibits, booth placement, and storage of empties during WORLD MAKER FAIRE NEW YORK 2018.

All shipments being handled by SLI Freight from origin will include Material Handling costs and therefore will not receive any additional invoice on site. Please note all shipments being sent to Advance Warehouse or Show Site by own carrier will incur a Material Handling fee per shipment received and charged by SLI FREIGHT directly to the exhibitor in advance.

Should any additional equipment for oversize cargo or labor be required to handle your exhibits, it can be ordered through the Maker Faire team.





PACKING AND LABELING: Each piece of cargo must be clearly marked on at least two (2) sides as follows:

DELIVERY TO ADVANCE WAREHOUSE LABEL:

Sponsor Nam	e:	
WC	RLD MAKER FAIRE NEW YORK 20	18
	C/O SLI FREIGHT - BBT	
	150-15 183 RD STREET	
	JAMAICA, NY 11413	
	# OF # (TOTAL)	
WEIGHT:		
WEIGHT:		

DELIVERY TO SHOW SITE LABEL:

	ame:
W	ORLD MAKER FAIRE NEW YORK 2018
	C/O SLI FREIGHT
	NEW YORK HALL OF SCIENCE
	47-01 111 TH STREET
	CORONA, NY 11368
	# OF # (TOTAL)

<u>TERMS OF PAYMENT:</u> SLI Freight Inc. will coordinate the entire shipping transaction on the exhibitor's behalf. In return the exhibitor will receive two (2) invoices including a Payment Form (attached). The first invoice will cover all the charges from point of origin to delivery at the exhibitor's booth. The second invoice is for the return shipment of any temporary imports or domestic goods. Please note that all invoices are due upon receipt.





The official Drayage contractor "SLI FREIGHT" is the ONLY party permitted to coordinate all on-site labor (freight related) and freight handling.

MATERIAL HANDLING RATES:

Per CWT (100 lbs.) Minimum charge (200 lbs.) Warehouse Rate: \$89.00 Show site Rate: \$98.00	Crated and/or skidded Floor Load Shipments These round-trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.
Per CWT (100 lbs.) Minimum charge (200 lbs.) Warehouse Rate: \$95.00 Show site Rate: \$115.00	Uncrated. Un-skidded. Wrapped Shipments and Crated Shipments Requiring Special Handling These round- trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). Fed-EX and UPS are included in this category due to their delivery procedures and documentation.
Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.	Overtime Rates All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
*First Package: <u>\$35.00</u> *Each additional package: <u>\$25.00</u>	Small Package Shipments Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.





OUTBOUND SHIPPPING INSTRCUTIONS:

All outbound shipments **not** being sent out by SLI Freight must be accompanied by an official Bill-of-Lading which can be obtained at the service desk during show hours, or sent to us in advance (copy attached).

When shipping to multiple destinations, a separate Bill-of-Lading is required for each destination and all freight must be labeled accordingly.

Labels for outbound shipments can be obtained at the service desk during show hours.

Once your shipment is packed and labeled, please return your Bill-of-Lading to the service desk, this indicates that your shipment is ready to be loaded out as per the instructions provided.

All Bills-of-Lading must be turned in by 7:30pm on Sunday, SEPT 23.

Failure to turn in your Bill-of-Lading by the designated deadline *may* result in additional overtime charges and/or rerouting of your material to the local warehouse.

All carriers must check in for pick up ONLY on Monday SEPT 24 (9am - 3pm). No trucks will be allowed to pick up on Sunday SEPT 23.

Please be sure to confirm pickup day and time with your selected carrier.

IMPORTANT DATES:

- SEPT 14 LAST DAY FOR ADVANCE WAREHOUSE
- SEPT 19 21 DELIVER TO SHOW SITE
- SEPT 23 RETURN OUTBOUND FORM
- SEPT 24 PICK UP FROM SHOW SITE

The SLI Freight team wishes you an extremely successful show and will be available to assist you prior, during, and after WORLD MAKER FAIRE NY 2018. Should you have any questions that are not answered here please contact the project manager mentioned below:

SLI Freight Inc.

Contact: Sammy Bensasi

Office: +1 954 748 6874 ext. 25

Mobile: +1 954 554 7326 Fax: +1 954 747 7048

Email: Bensasi.s@sli-inc.com

1. SHIPPING / MATERIAL HANDLING FORM

EMAIL: TEL: FAX: DATE:		INFO@SLI-INC.COM 954 748 6874 954 747 7048		Make	er Faire	0	
SPONSO	OR NAME:				воотн#		
PICK UP	FROM:		ADDRESS:				
CITY:			ZIP CODE:		COUNTRY:		
CONTACT PERSON:			TEL:	EMAIL:			
	NAME:	WORLD MAKER FA	IRE NY 2018	DATES:	SEPTEMBER 22	- 23	
QTY	DESCRI	ESCRIPTION (CRATES/PALLET/BOX,ETC)		NS - LxWxH	WEIGHT LB / KG		
					TOTAL		
* PLEAS	E FILL OUT	THE FOLLOWING IF YOUR SHPMEN	T IS BEING SENT BY YOU	IR OWN CARRIER TO AD	VANCE WAREHOUSE OR SI	HOW SITE:	
DELIVEF	RY TO SHOW	/ SITE	DELIVERY TO ADVANCED) WAREHOUSE]		
CARRIE	R NAME:		BILL OF LADING / TRACK	KING#:			
EXHIBIT	OR NAME :						
воотн	#:				SLI FREIGH		
**PLEASE	FILL OUT AN	D EMAIL TO INFO@SLI-INC.COM, OR FAX	' (954) 747 7048		Show Logistics Internation	nal	

2. OUTBOUND BILL OF LADING

Maker Faire EMAIL: INFO@SLI-INC.COM FAX: 954.747.7048 ATTN: SAMMY BENSASI DATE: SPONSOR NAME: BOOTH# SHIP TO ADDRESS: COUNTRY: CITY / STATE: ZIP: CONTACT NAME: TEL: EMAIL: * PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS (circle): 1. SHIP VIA SLI FREIGHT 2. OWN CARRIER PICKING UP 3. TRANSFER & HOLD AT LOCAL WAREHOUSE **CARRIER NAME EVENT NAME WORLD MAKER FAIRE NY 2018** DATES: **SEPTEMBER 22 - 23** NOTES & SPECIAL INSTRCUTIONS: QTY DESCRIPTION (CRATES/PALLET/BOX,ETC) **DIMENSIONS - LxWxH** WEIGHT LB / KG **TOTAL** EXHIBITOR CONTACT ON-SITE: PHONE # ON-SITE: SIGNATURE: PLEASE FILL OUT AND EMAIL TO INFO@SLI-INC.COM FAX (954) 747.7048 / CALL (954) 748.6874 / 1866 SHIP-SLI Show Logistics International

3. PAYMENT AUTHORIZATION FORM

EVENT NAME: WORLD	MAKER FAIRE NY 2018			
INVOICE #:	AMOUNT: \$			
BILLING PARTY:				
COMPANY NAME:				
ADDRESS:				
CITY/ STATE:		ZIP		
P. O. #	REFERENCE #			
EMAIL:	TEL:	FAX:		
METHOD OF PAYMENT :	CHECK / WIRE	CC NO.:		
	AMEX	EXP. DATE:		
	VISA	NAME ON CARD:		
	MASTER CARD	3 or 4 DIGIT CODE:		
		2.8% Fee will apply to all credit card charge	s	
The undersigned authorizes SLI Inc. t	o proceed with the shipment arrangen	ents requested for the above mentioned exhibition.		
SIGNATURE:		DATE:		

PLEASE FILL OUT AND FAX (954) 747-7048 or EMAIL (INFO@SLI-INC.COM) IF ANY QUESTIONS, CALL (954) 748-6875



