

INTERNATIONAL & DOMESTIC SHIPPING INSTRUCTIONS

SLI Freight Inc. is the official logistics provider for the upcoming **MAKER FAIRE BAY AREA 2019**; 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 **SAN MATEO EVENT CENTER**. 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	APRIL 10, 2019
OCEAN FREIGHT from EUROPE or SOUTH AMERICA	APRIL 18, 2019
AIR FREIGHT WORLDWIDE	MAY 1, 2019
DOMESTIC TRUCKING (US & CANADA)	MAY 1, 2019

SHIPPING & MATERIAL HANDLING FORM (attached): 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 allow 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.

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

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.

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

Sponsor Name: _____

**MAKER FAIRE BAY AREA 2019
C/O SLI FREIGHT**

_____ OF _____ # (TOTAL)

WEIGHT: _____

TERMS OF PAYMENT: 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**.

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 **APRIL 22 - MAY 10, 2019**
(Mon - Fri / 8am - 4pm):

WAREHOUSE Receiving Address:

MAKER FAIRE BAY AREA 2019
C/O SLI FREIGHT
701 E DNA WAY SUITE E
SOUTH SAN FRANCISCO 94080
"SPONSOR NAME"

SHIPPING BY OWN CARRIER TO SHOW SITE:

* Shipments will be accepted at show site **MAY 14 - 17 (9am - 4pm):**

SHOW SITE Receiving Address:

MAKER FAIRE BAY AREA 2019
C/O SLI FREIGHT
SAN MATEO EVENT CENTER
1346 SARATOGA DRIVE
SAN MATEO, CA 94403
"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 MAKER FAIRE BAY AREA 2019.

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.**

The official service 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.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate: <u>\$87.00</u> Show site Rate: <u>\$98.00</u>	<u>Crated and/or skidded Floor Load Shipments</u> 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.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate: <u>\$95.00</u> Show site Rate: <u>\$105.00</u>	<u>Uncrated, Un-skidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> 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).
Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.	<u>Overtime Rates</u> 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>	<u>Small Package Shipments</u> 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 SHIPPING INSTRUCTIONS:

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, MAY 19.**

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 MAY 20 (9am - 3pm).** No trucks will be allowed to pick up on Sunday MAY 19.

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

IMPORTANT DATES:

- MAY 10 - LAST DAY FOR DELIVERY TO ADVANCE WAREHOUSE
- MAY 14 - 17 DELIVERY DATES TO SHOW SITE
- MAY 19 - RETURN OUTBOUND FORM
- MAY 20 - 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 BAY AREA MAKER FAIRE 2019. 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

EMAIL:	INFO@SLI-INC.COM			
TEL:	954 748 6874			
FAX:	954 747 7048			
DATE:	<div style="border-bottom: 1px solid black; height: 1em;"></div>			

SPONSOR NAME:	BOOTH #
PICK UP FROM:	ADDRESS:
CITY:	COUNTRY:
CONTACT PERSON:	TEL:
	EMAIL:

EVENT NAME:	DATES:
MAKER FAIRE BAY AREA 2019	MAY 17 - 19

NOTES / SPECIAL INSTRUCTIONS:

QTY	DESCRIPTION (CRATES/PALLET/BOX,ETC)	DIMENSIONS - LxWxH	WEIGHT LB / KG
			TOTAL

* PLEASE FILL OUT THE FOLLOWING IF YOUR SHPMENT IS BEING SENT BY YOUR OWN CARRIER TO ADVANCE WAREHOUSE OR SHOW SITE:

DELIVERY TO SHOW SITE	<input type="checkbox"/>	DELIVERY TO ADVANCED WAREHOUSE	<input type="checkbox"/>
CARRIER NAME:	<div style="border-bottom: 1px solid black; width: 200px;"></div>	BILL OF LADING / TRACKING#:	<div style="border-bottom: 1px solid black; width: 200px;"></div>
EXHIBITOR NAME :	<div style="border-bottom: 1px solid black; width: 300px;"></div>		
BOOTH #:	<div style="border-bottom: 1px solid black; width: 300px;"></div>		

**PLEASE FILL OUT AND EMAIL TO INFO@SLI-INC.COM, OR FAX (954) 747 7048

EMAIL: INFO@SLI-INC.COM		<div>Maker Faire®</div>	
TEL: 954 748 6874 / 954 554 7326			
FAX: 954 747 7048			
DATE: _____			
SPONSOR NAME:		BOOTH #	
SHIP TO ADDRESS:			
CITY / STATE:	ZIP:	COUNTRY:	
CONTACT NAME:	TEL:	EMAIL:	
* PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:			
1. SHIP VIA SLI FREIGHT		2. OWN CARRIER PICKING UP	
<div></div>		<div></div>	
		3. TRANSFER & HOLD AT LOCAL WAREHOUSE	
		<div></div>	
CARRIER NAME			
EVENT NAME: MAKER FAIRE BAY AREA 2019		DATES: MAY 17 - 19	
NOTES & SPECIAL INSTRUCTIONS:			
QTY	DESCRIPTION (CRATES/PALLET/BOX,ETC)	DIMENSIONS - LxWxH	WEIGHT LB / KG
		TOTAL	
EXHIBITOR CONTACT ON-SITE: _____		PHONE # ON-SITE: _____	
SIGNATURE: _____			
<div>PLEASE FILL OUT AND EMAIL TO INFO@SLI-INC.COM FAX (954) 747.7048 / CALL (954) 748.6874 / 1866 SHIP-SLI</div>			
<div><div><div>SLI FREIGHT</div>Show Logistics International</div></div>			

3. PAYMENT AUTHORIZATION FORM

EVENT NAME: MAKER FAIRE BAY AREA 2019

INVOICE #: _____ AMOUNT: \$ _____

BILLING PARTY:

COMPANY NAME: _____

ADDRESS: _____

CITY/ STATE: _____ ZIP _____

P. O. # _____ REFERENCE # _____

EMAIL: _____ TEL: _____ FAX: _____

METHOD OF PAYMENT :

<input type="checkbox"/>	CHECK / WIRE
<input type="checkbox"/>	AMEX
<input type="checkbox"/>	VISA
<input type="checkbox"/>	MASTER CARD

CC NO.: _____

EXP. DATE: _____

NAME ON CARD: _____

3 or 4 DIGIT CODE: _____

2.8% Fee will apply to all credit card charges

The undersigned authorizes SLI Inc. to proceed with the shipment arrangements 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

