

## MATERIAL HANDLING BASICS

### *What is Material Handling?*

Material Handling (also known as Drayage) is the process of receiving your materials or equipment at the Freeman warehouse in advance of the show or at the Walter E. Washington Convention Center during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping.

#### **Standard Material Handling Charges:**

Material handling charges are calculated per one hundred pounds (100 pounds = 1 cwt.) with a two hundred pound minimum. Each shipment will be rounded up to the next higher cwt. (ie. a 245 lb shipment will be counted as 3 cwt and a 88 lb shipment will be rounded up to 2 cwt to meet the minimum.)

#### **Warehouse Material Handling Charge**

Crated Shipment: \$91.25 per CWT (200 lb. minimum)  
Special Handling Shipment: \$118.75 per CWT (200 lb. minimum)

#### **Show Site Material Handling Charge**

Crated Shipment: \$84.50 per CWT (200 lb. minimum)  
Special Handling Shipment: \$110.00 per CWT (200 lb. minimum)  
Uncrated/Pad Wrapped Shipment \$126.75 per CWT (200 lb. minimum)

Part of exhibitor move-in for SATELLITE will take place over the weekend so all targeted freight being delivered on Saturday or Sunday will be assessed an overtime surcharge. This also includes all freight sent to the warehouse that will be moved into the hall on Saturday or Sunday.

#### **Overtime Surcharges:**

Crated Shipment: \$21.25 per CWT  
Special Handling Shipment: \$27.50 per CWT  
Uncrated/Pad Wrapped Shipment: \$31.75 per CWT

#### **Late Shipment Surcharge for Shipments:**

Warehouse (after March 8, 2013): \$23.00 per CWT  
Show Site (after March 10, 2015): \$21.25 per CWT

#### **The following items qualify as Special Handling:**

- Crated, boxed or skidded shipments received via van line, privately owned vehicle or company truck
- Shipments that cannot be unloaded or loaded at the dock, including ground unloading, double-decking, unstacking or side door loading
- Freight received through FedEx, UPS and any other air freight delivery company
- Shipments without individual bills of lading

#### **Misc. Fees**

- \$45 per small package fee (FedEx or UPS packages weighing 30 lbs. or less)

### **SAVE MONEY!**

***Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs ship all of your materials in ONE shipment. Remember, there is a 200 lb. minimum charge per shipment.***