

# SHIPPING INFORMATION



## Digital Pharma East

Pennsylvania Convention Center

September 10 - 12, 2024

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### Vehicle Spotting

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall. Vehicle spotting rate is \$375.00 per vehicle (price includes both in and out of hall).

All vehicles coming into a convention center must have the following steps done before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

### Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or to our advanced warehouse. Rates are based on the incoming weight of shipments. For rates and arrival information, see the Material Handling Order Form. Expo Event Services must have payment before forwarding freight.

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### Advance Warehouse Shipments

Crates, Cartons, Fiber Cases and Skidded and Non-Skidded Carpet Samples.

#### Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments. Storing at the warehouse for up to 30 days. Reloading onto trucks and delivery to the exhibit site. Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

#### To:

Name of Exhibitor AND Booth Number

#### For:

**Digital Pharma East 2024**

#### C/O:

Expo Event Services  
141 Lanza Avenue 3C  
Garfield, NJ 07026

Please read the "Expo Event Services' Limits of Liabilities and Responsibility" for important information on freight handling.

# SHIPPING GUIDELINES



## Digital Pharma East

Pennsylvania Convention Center

September 10 - 12, 2024

### Shipping Guidelines

***We recommend that you use TS Shipper, a freight team specializing in trade show shipping. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call Expo Event Services to assist you in planning your shipments.***

*Please read the "Expo Event Services' Limits of Liability and Responsibility" for important information on shipping.*

**Shipping Charges** Please prepay all shipping charges. Expo Event Services cannot accept or be responsible for collect shipments.

**Bill of Lading** All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to Expo Event Services and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Expo Event Services will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Expo Event Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

**Consignment** All shipments must be consigned c/o Expo Event Services to enable us to accept them for handling.

**Shipping Labels** Please use the shipping labels provided to expedite handling.

**Certified Weight Receipts** The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Expo Event Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

**Labor and Equipment** Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

**Empty Labels** Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

**Outgoing Shipments** Shipping information, bills of lading and labels will be available at the Expo Event Services' Service Desk. Exhibitors selecting non-official carriers will own arrangements for pickup.

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# MATERIAL HANDLING ORDER FORM



## Digital Pharma East

Pennsylvania Convention Center

September 10 - 12, 2024

Arrival Date On Or Before  
August 12 - September 2, 2024

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to Expo Event Services or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

### ADVANCE SHIPMENTS TO EXPO EVENT SERVICES WAREHOUSE

(200 lbs Minimum Per Shipment)

**Rates Include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rate for this service is:

CRATED / SKIDDED / SPECIAL HANDLING		
	Per 100 lbs	Minimum
ST/OT	\$312.00	\$624.00
OT/OT	\$383.00	\$766.00

**Rates Do Not Include:** TS Shipper Trucking from your facility to the advance receiving warehouse/ to show site

### SMALL PACKAGES

**SMALL PACKAGE:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON \$95.00 \$ 95.00 First Carton  
EACH ADDITIONAL CARTON \$25.00 \$ Each Additional Carton

### CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: lbs. @ per 100 lbs., 200 lbs minimum per shipment \$

We will be shipping approximately number of pieces.

Our shipment will be sent to Exhibit Site Warehouse on: via:

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

# KEY INFORMATION FORM



## Digital Pharma East

Pennsylvania Convention Center

September 10 - 12, 2024

Deadline Date

August 30, 2024

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

### Inbound Freight Information

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_

Shipped To: (Check One) Warehouse Showsite

### Set-up Information for Expo Event Services' Installation

Set Up Drawings Attached \_\_\_\_\_  
Set Up Drawings With Exhibit \_\_\_\_\_  
Case/Crate Number \_\_\_\_\_  
Number of Workers required for set up \_\_\_\_\_  
Special Equipment Required \_\_\_\_\_  
Own Carpet Color \_\_\_\_\_  
Padding \_\_\_\_\_  
Approximate time for set up \_\_\_\_\_

### Did You Order —

Electrical	Yes	No	Electrical Under Carpet	Yes	No
Electrical Drawings	Attached		Sent to the Official Electrical Contractor	With the Exhibit	
Booth Cleaning	Yes	No	Other Items	_____	
Furniture	Yes	No	_____		
A/V Furniture	Yes	No	_____		
Telephone	Yes	No	_____		

### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_  
Prepaid Collect  
Bill To \_\_\_\_\_  
Consigned To \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Second Consignee \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Other \_\_\_\_\_  
Method Common Carrier AirFreight Vanline  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_  
Other Means of Contacting This Person \_\_\_\_\_  
Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
Purchasing Authorization Yes No

WAREHOUSE LABEL

**RUSH!**

EXHIBITION FREIGHT

TO: \_\_\_\_\_

(EXHIBITOR'S NAME)



EXPO  
EVENT SERVICES

C/O: EXPO EVENT SERVICES

**FOR:**

**Digital Pharma East 2024**

**Expo Event Services**

141 Lanza Avenue 3C

Garfield, NJ 07026

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.

Carrier: \_\_\_\_\_

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**Reserve Your Shipment  
Today with the  
Official Show Carrier**

*Fast, Reliable, Secure Trade Show Transportation!*

## **Digital Pharma East 2024**

Pennsylvania Convention Center  
Terrace Ballroom  
1101 Arch Street  
Philadelphia, PA 19107



**Don't wait for your freight, let your freight wait for you!**

TS SHIPPER is the most comprehensive shipping company that directly services the trade show industry.  
TS SHIPPER specializes in time sensitive trade show freight, across the country!

### **Freight Services**

- Local Deliveries
- Ground Shipments
- Air Shipments
- Caravan Services
- Storage
- Full Truck Load Services

\*\*\* Personal presence at the shows to make sure everything goes smoothly  
\*\*\* Special discounted Show Rates \*\*\* Pre-printed bills of lading and shipping labels

**Requesting a shipping quote has never been easier – 3 ways to contact us**



EMAIL US AT [INFO@TSSHIPPER.COM](mailto:INFO@TSSHIPPER.COM)



CALL US AT 216-566-5953



GO ONLINE AT [WWW.TSSHIPPER.COM](http://WWW.TSSHIPPER.COM)