

APPENDIX I - SHIPPING INFORMATION

**FIRST Southwest Competition
March 5-7, 1998
Space Center Houston
Houston, TX**

DRAYAGE COMPANY: SULLIVAN TRANSFER COMPANY
6802 Irvington Blvd.
Houston, TX 77022
Phone: 713/699-1200
Fax: 713/699-3037

MATERIAL HANDLING INFORMATION:

Sullivan Transfer Company, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move-in.

Shipments must be [crated and] sent with freight charges PREPAID. COLLECT SHIPMENTS CANNOT BE ACCEPTED. Uncrated and loose materials cannot be received at the warehouse.

Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

TEAM NAME _____ TEAM # _____
HOLD FOR: FIRST SOUTHWEST COMPETITION
c/o SULLIVAN TRANSFER COMPANY
6802 IRVINGTON BLVD.
HOUSTON, TX 77022

(To check on the arrival of warehouse freight, please call 713/699-1200)

The warehouse will receive shipments Monday through Friday during the hours of 8 AM to 4:30 PM.

INTERNATIONAL SHIPMENTS:

Shipments originating from countries other than the US must be cleared through customs. Please call for additional information on available freight forwarders and customs brokers.

RECEIVING AND HANDLING INBOUND SHIPMENTS: (BILL OF LADING)

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES FORM. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to [team's table] without guarantee of piece count or condition.

CERTIFIED WEIGHT RECEIPTS

Driver will be required to submit certified weight receipts when recording shipments for unloading. Sullivan Transfer Company reserves the right of refusal to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented. In the event no weight is indicated on delivery documents presented, Sullivan Transfer Company shall estimate the weight. If actual scale weight figures are not submitted prior to the move-out period, the estimated weight will be final and binding. All shipments received at the warehouse and show site are subject to re-weigh.

EMPTY CONTAINER HANDLING AND STORAGE DURING SHOW

Empty containers will be removed from [table], placed in storage and returned to [table] at close of [competition]. Empty container labels will be available at the Service Desk. Affixing the labels will be the sole responsibility of the [team]. Sullivan Transfer Company assumes no responsibility (over)

for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING:

Outbound materials will be moved from [table] to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, Sullivan Transfer Company will have a service desk where labels, bills of lading, and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed bills of lading should be turned into the service desk. In order to expedite removal of materials, Sullivan Transfer Company reserves the right to change designated carriers if such carriers fail to pick-up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions from [team] and they will be charged accordingly.

SMALL PACKAGE OUTBOUND SHIPPING:

Sullivan Transfer Company will make small package shipping services available for shipments at the close of the competition. This service will be provided at the rate of \$10.00 per piece, in addition to the carrier's normal shipping charges. A bill of lading must be completed for each destination and turned in at the service desk. [Teams] may check at the service desk for further information.

OTHER AVAILABLE SERVICES:

Labor will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, rekrating, and reskidding machinery and/or equipment of exhibitors. Exhibitors may check at the service desk for further information.

INSURANCE:

Be sure your materials are insured from the time they leave your firm until they are returned after the [competition]. It is suggested that [teams] arrange all risk coverage. This can be done by "riders" to existing policies.

All materials handled by Sullivan Transfer Company are subject to our "Limits of Liability" set forth on the "Material Handling and Service and Rates" form.

MATERIAL HANDLING CHARGES:

Freight handling charges are the responsibility of [FIRST] for whom materials have been received and handled.

(over)

SULLIVAN TRANSFER COMPANY

MATERIAL HANDLING SERVICE & RATES

All team shipments must be crated.

MATERIAL HANDLING SERVICE

Includes all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers.

CRATED OR SKIDDED FLOOR SHIPMENTS - PER CWT (100 LBS)

Includes shipments that can be unloaded at the dock with no additional handling required. Each shipment received is considered separately. No cumulative weights will be allowed on minimums.

The following rates will be paid by FIRST:

Inbound Warehouse Rate \$17.25

Outbound Warehouse Rate \$23.25

Shipment Weight (Round up to the next 100 lbs.) $\frac{\text{weight}}{\text{CWT}} + 100 = \text{Total CWT}$ @ \$ $\frac{\text{rate}}{\text{CWT}}$ Per CWT = total

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NAME OF SHOW: FIRST SOUTHWEST COMPETITION

TEAM NAME: _____ TEAM #: _____

ADDRESS: _____

PRINT NAME: _____ SIGNATURE: _____

DATE: _____ PHONE: _____ FAX: _____

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**FIRST Midwest Competition
March 12-14, 1998
Harper College
Palatine, IL**

**DRAYAGE COMPANY: MIDWEST EXPOSITION SERVICE COMPANY
PO Box 297
Bloomingtondale, IL 60108
Phone: 630/351-3976
Fax: 630/351-4118**

MATERIAL HANDLING INFORMATION:

All shipments made by local teams and / or out of state teams must be delivered to Midwest's warehouse. We will provide the following services shown below:

- A. Complete handling at Midwest's warehouse for unloading your shipments and hauling to the competition site.
 - B. Midwest also agrees to furnish (30) days free storage before the opening date of your competition.
 - C. Unloading at competition site docks and dropping equipment at specified team table.
 - D. Storage of empty boxes, crates, or cases once team has set-up table.
 - E. Return empties once FIRST has authorized Midwest Expo. to do so.
 - F. Help team to reload material on to vehicle.
 - G. Midwest Exposition shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damages, loss or theft of materials after same have been picked-up for loading-out of competition site.
 - H. Freight shipments should be made on straight bills of lading and should be carefully prepared to show numbers of pieces, weight, classification etc. Shipments made other than straight bills of lading should be accompanied by a delivery ticket showing number of pieces, weight, classification etc. Midwest Exposition will weigh team's material and charge accordingly if accurate weight is not provided.
 - I. For arranging out bound freight: There will be a handling charge of \$10.00 per box for UPS, FED-EX or other, regardless of size, if going out other than our specified carrier.
- All shipments must be address as follows:

**TEAM NAME: _____ TEAM # _____
HOLD FOR: FIRST MIDWEST COMPETITION
SHOW LOCATION: HARPER COLLEGE, PALATINE, IL, BLDG. M
c/o MIDWEST EXPOSITION SERVICE COMPANY
380 MONACO
ROSELLE, IL 60172**

- For outbound movements, please make arrangements by filling out Bills of Lading, routing, etc. at Midwest's freight desk any time before departing.
- J. All shipments must be prepaid. Please send any advanced payments with the name of your company and team number to the attention of:

**MIDWEST EXPOSITION SERVICE COMPANY
PO BOX 297
BLOOMINGDALE, IL 60108-0297**

**FIRST New England Competition
March 12-14, 1998
New Hampshire College
Manchester, NH**

DRAYAGE COMPANY: SPECIAL EVENT RENTALS, INC.
1060 Millbury Street
Worcester, MA 01607
Phone: 508/ 757-3397
Fax: 508/ 757-9136

MATERIAL HANDLING INFORMATION:

SHIPMENTS TO WAREHOUSE: Special Event Rentals, will receive crated, boxed or skidded shipments to SER warehouse up to 30 days prior to competition move-in. Includes delivery to table, storage of empty packing materials and return.

REMEMBER TO COMPLETE & RETURN THE "MATERIAL HANDLING ORDER FORM" TO SPECIAL EVENT RENTALS PRIOR TO SHIPPING YOUR CRATE(S). (A copy of this form can be obtained at the end of this document.)

Label each piece and address all documents as follows:

TEAM NAME _____ TEAM # _____
HOLD FOR: FIRST NEW ENGLAND REGIONAL
c/o SPECIAL EVENT RENTALS
1060 MILLBURY STREET
WORCESTER, MA 01607

Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted. All common carriers, Van Line, Air Freight, Fed-Ex, etc. charges are the sole responsibility of the team.

LIABILITIES: The terms and conditions of Special Event Rentals' Liability and Insurance Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the [team] of said limits.

Route your shipments through carrier of services that provide bills of lading specifying a piece count. A copy of the bill of lading indicating the number of pieces, proper description and weights should be forwarded to Special Event Rentals with the Carrier's Pro # and Trailer #.

LIABILITY AND INSURANCE BULLETIN:

Special Event Rentals, Inc. shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

Special Event Rentals, Inc. shall not be responsible for loss, theft or disappearance of [teams] materials after same have been delivered to the competition.

Special Event Rentals, Inc. shall not be responsible for loss, theft or disappearance before they are picked up from team's [table] for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Special Event Rentals' by team will be checked at time of actual pick-up from [table] and corrections made where discrepancies occur. (over)

Special Event Rentals, Inc. shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts, or work stoppages of any kind or to any causes beyond its control.

Special Event Rentals, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Special Event Rentals' maximum liability shall be limited to \$.30 per pound, maximum \$50 per claim.

Special Event Rentals, Inc. shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to a team's materials which may make it impossible or impractical to compete.

INSURANCE - It is understood that Special Event Rentals is not an insurer, that insurance, if any, should be obtained by the team. It is suggested that teams arrange all risk coverage. This can be done by endorsements to existing policies. Team's materials should be insured from the time they leave their firm until they are returned after the close of the [competition].

The consignment or delivery of a shipment to Special Event Rentals, Inc. by a team, or by any shipper on behalf of the team, shall be construed as an acceptance by such team (and / or other shipper) of the terms and conditions set forth in this Bulletin.

Team requiring additional insurance coverage should arrange to place same through their broker.

All shipments must be prepaid. Collect shipments will not be accepted. (over)

SPECIAL EVENT RENTALS

MATERIAL HANDLING FORM

INSTRUCTIONS: Complete this order form and return promptly to Special Event Rentals. All shipments must be prepaid and should be shipped to arrive at our warehouse.

Collect shipment will not be accepted.

We will be shipping to warehouse _____

Shipped from: _____ Carrier: _____

Description: _____ Arrival Date: _____

of Pieces: _____ Estimated Total Weight: _____

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SHIPMENTS FROM THE COMPETITION: All freight will be shipped common carrier, collect at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier **MUST BE** picked up at break of [competition]. Please notify Special Event Rentals of your arrangements.

CHECK appropriate arrangement:

_____ Freight arrangements will be handled by Special Event Rentals, common carrier, collect.

_____ Freight arrangements will be handled by team.

IMPORTANT: Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to the Special Event Service Desk. Also, please have all freight property secured and **LABELED**.

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This authorization must be completed below and sent to Special Event Rentals before shipments can be handled.

In accordance with Page 1 and of the Material Handling / Rate Schedule, all orders are subject to the Liability and Insurance Bulletin and the terms and conditions as set forth on Page 1.

NAME: _____

ADDRESS: _____ **PHONE:** _____

CITY, STATE: _____ **ZIP:** _____ **DATE:** _____

AUTHORIZATION: _____ **SIGNATURE:** _____

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**FIRST Great Lakes Competition
March 19-21, 1998
Eastern Michigan University
Ypsilanti, MI**

**DRAYAGE COMPANY: MIDWEST EXPOSITION SERVICE COMPANY
 PO Box 297
 Bloomingtondale, IL 60108
 Phone: 630/351-3976
 Fax: 630/351-4118**

MATERIAL HANDLING INFORMATION:

All shipments made by local teams and / or out of state teams must be delivered to Midwest's warehouse. We will provide the following services shown below:

- A. Complete handling at Midwest's warehouse for unloading your shipments and hauling to the competition site.
- B. Midwest also agrees to furnish (30) days free storage before the opening date of your competition.
- C. Unloading at competition site docks and dropping equipment at specified team table.
- D. Storage of empty boxes, crates, or cases once exhibitor has set-up table.
- E. Return empties once FIRST has authorized Midwest Expo. to do so.
- F. Help team to reload material on to vehicle.
- G. Midwest Exposition shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damages, loss or theft of materials after same have been picked-up for loading-out of competition site.
- H. Freight shipments should be made on straight bills of lading and should be carefully prepared to show numbers of pieces, weight, classification etc. Shipments made other than straight bills of lading should be accompanied by a delivery ticket showing number of pieces, weight, classification etc. Midwest Exposition will weigh team's material and charge accordingly if accurate weight is not provided.
- I. For arranging out bound freight: There will be a handling charge of \$10.00 per box for UPS, FED-EX or other, regardless of size, if going out other than our specified carrier.

- All shipments must be address as follows:

**TEAM NAME: _____ TEAM # _____
HOLD FOR: FIRST GREAT LAKES COMPETITION
SHOW LOCATION: EASTERN MICHIGAN U., BOWEN FIELD HOUSE
 c/o MIDWEST EXPOSITION SERVICE COMPANY
 380 MONACO
 ROSELLE, IL 60172**

- For outbound movements, please make arrangements by filling out Bills of Lading, routing, etc. at Midwest's freight desk any time before departing.
- J. All shipments must be prepaid. Please send any advanced payments with the name of your company and team number to the attention of:

**MIDWEST EXPOSITION SERVICE COMPANY
PO BOX 297
BLOOMINGDALE, IL 60108-0297**

**FIRST Mid-Atlantic Competition
March 19-21, 1998
Rutgers, The State University of NJ
New Brunswick, NJ**

**DRAYAGE COMPANY: SPECIALTY DECORATING & DESIGN
720 MONROE STREET
HOBOKEN, NJ 07030
Phone: 201/653-1258
Fax: 201/653-1519**

MATERIAL HANDLING INFORMATION:

You must ship crated, boxed or skidded materials up to 30 days in advance of the competition. All items **MUST** be labeled as follows:

TEAM NAME: _____ TEAM # _____
HOLD FOR: FIRST MID-ATLANTIC COMPETITION
c/o SPECIALTY DECORATING
720 MONROE STREET
HOBOKEN, NJ 07030

Shipments must be prepaid. Collect shipments will be refused. If not labeled properly, uncrated or loose shipments can be refused at warehouse. We will deliver your shipment to the gym and remove the containers with the **EMPTY** labels on them. We will return the empty containers to you at the end of the competition. No access is possible to the empty containers during the competition as they may not be on the premises. Specialty Decorating and Design is not responsible for any contents of a container marked empty. **EMPTY** labels will be made available at the competition. Each team is responsible to attach the empty label to each container.

INBOUND BILL OF LADING AND DELIVERY OF RECEIPT

All shipments must have a bill of lading or delivery receipt showing the number of items, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

OUTBOUND SHIPMENTS

If you would like to make arrangements for your outgoing freight on site, there will be a representative from Airgroup Express Shipping Co. They will take care of overnight, 2 day or ground services. Otherwise, all teams are responsible for arranging their return shipments at the close of the event. Arrangements must be made with the carrier of your choice to pick your freight up. By the close of the event, all teams **MUST** confirm their arrangements with the Specialty Decorating staff member at the Drayage Service Booth. The gymnasium must be cleared of all robots and any other materials by 6 PM on Saturday, March 21, 1998. If freight is left on the show floor after this time and no arrangements have been made for it in writing, Specialty Decorating will declare it **FORCED FREIGHT** and it will be returned C.O.D. to whatever address is present on the outside of the crates. At the close of the event, please make sure all freight is labeled and ready for whatever arrangements you have made.

(over)

LIMITS OF LIABILITY OF SPECIALTY DECORATING & DESIGN, INC.

1. We are not responsible for damages to uncrated materials, materials improperly packed or concealed damages.
2. We are not responsible for loss, theft or disappearance of any materials improperly packed or concealed damages.
3. We are not responsible for loss, theft or disappearance of any materials before they are picked up from the pit area for reloading after the event. Bills of lading covering outgoing shipments will be checked at the time of actual pick-up from the pit table and discrepancies will be corrected.
4. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout or work stoppages of any kind or to causes beyond our control.
5. Our liability shall be limited to the specific loss or damage to the specific article which is lost or damaged. In any event, our maximum liability shall be limited to \$.25 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. Claims must be filed by the team before the close of the event.
6. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to a team's materials which may make it impossible or impractical to compete.
7. The consignment or delivery of a shipment to Specialty Decorating by a team (and / or other shipper) on behalf of the team shall be construed as acceptance by the team of the conditions set forth.

PLEASE PROCURE YOUR OWN INSURANCE FOR THIS EVENT. CHECK WITH YOUR INSURANCE BROKER FOR TRADE SHOW DISPLAY COVERAGE.

(over)

SPECIALTY DECORATING & DESIGN, INC.

DRAYAGE WORKSHEET

PLEASE RETURN THIS FORM TO SPECIALTY DECORATING BY MARCH 11, 1998

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EVENT: FIRST MID-ATLANTIC COMPETITION

TEAM NAME: _____ TEAM #: _____

ADDRESS: _____

ORDERED BY: _____ TITLE: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

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CWT = 100 lbs. There is a one crate minimum.
All fractional poundage must be rounded up to the next CWT.
For example: 165 lbs. = 2 CWT

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TO BE PAID BY FIRST
Please fill in:

ROUND TRIP HANDLING:

Total Weight of your shipment: _____ lbs. = _____ CWT
_____ CWT x \$30.00 = \$ _____

ONE WAY - EACH WAY:

Total weight of your shipment: _____ lbs. = _____ CWT
_____ CWT x \$30.00 = \$ _____

6% TAX \$ _____

TOTAL DUE: \$ _____

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SPECIALTY DECORATING & DESIGN, INC.

MATERIAL SHIPPING AND HANDLING

PLEASE RETURN THIS FORM TO SPECIALTY DECORATING & DESIGN BY MARCH 11, 1998

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EVENT NAME: FIRST MID-ATLANTIC COMPETITION

TEAM NAME: _____ TEAM #: _____

ADDRESS: _____

ORDERED BY: _____ TITLE: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

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SHIPMENTS TO WAREHOUSE:

SHIPPER: _____ FROM CITY/STATE _____

HOW SHIPPED: COMMON CARRIER: _____ COMPANY TRUCK: _____ AIRFREIGHT: _____

SHIPPING DATE: _____ NO. PIECES: _____ WEIGHT: _____

CARRIER: _____ PRO. NO. : _____

COMMENTS OR SPECIAL HANDLING REQUIREMENTS:

ATTACH COPIES OF THIS FORM FOR MULTIPLE SHIPMENTS

**FIRST National Competition
April 2-4, 1998
Epcot
Orlando, FL**

DRAYAGE COMPANY: FREEMAN DECORATING COMPANY
2200 Consulate Drive
Orlando, FL 32837
Phone: 407/857-1500
Fax: 407/859-0181

MATERIAL HANDLING INFORMATION:

Freeman Decorating Company, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse. Shipments must be sent with freight charges PREPAID. COLLECT SHIPMENTS CANNOT BE ACCEPTED.

Label each piece and address all shipping documents / bills of lading as follows for shipments to the warehouse:

TEAM NAME _____ TEAM # _____
HOLD FOR: FIRST NATIONAL COMPETITION
c/o FREEMAN DECORATING COMPANY
2200 CONSULATE DRIVE
ORLANDO, FLORIDA 32837

ALL CRATES MUST BE MARKED "ONE WAY" IF THE TEAM INTENDS ON MAKING THEIR OWN RETURN ARRANGEMENTS.

(To check on the arrival of warehouse freight, please call 407/857-1500 x. 7329)

The warehouse will receive shipments Monday through Friday during the hours of 8 AM - 4:30 PM.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise or weight. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to team tables without guarantee of piece count or condition.

CERTIFIED WEIGHT RECEIPTS:

Driver will be required to submit certified weight receipts when receiving shipments for unloading. Freeman Decorating reserves the right or refusal to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented. In the event no weight is indicated on delivery documents presented, Freeman Decorating shall estimate the weight. If actual scale weight figures are not submitted prior to the move out period, the estimated weight will be final and binding. All shipments received at the warehouse and show site are subject to reweigh.

OUTBOUND SHIPPING AND HANDLING:

Outbound materials will be moved from pit area to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, Freeman Decorating Company will have a service desk where labels, bills of lading and shipping information will be available.