

# HostSouth, LLC

Address ~

**Mailing and Warehouse:** 2025 Louisville Road, Suite B Savannah, Georgia 31415

Voice 912. 232 - 6373  
Fax 912. 232 - 3748  
E-mail [colleen@hostsouthes.com](mailto:colleen@hostsouthes.com)

We appreciate this opportunity to be the designated Official Services Contractor for the



Healthcare Systems Process Improvement Conference  
at the Hyatt Regency Savannah  
February 27-28, 2020

Attached is our Exhibitor Service Manual ... the **HostKit** ... for this show.

At **HostSouth**, we believe our responsibility ...

*is to offer professional service, courteous labor and well-maintained equipment - at competitive rates - thus providing a comfortable setting to assist in making this show a valuable business opportunity for your company.*

**Service** does matter.

Our staff is trained to assist you by professionally approaching every question and each order as an opportunity to provide the best possible service. We have worked with exhibitors for 30 years and as well, participated as an exhibitor in countless trade shows. We **do** understand *the value* of this opportunity to work with you. Expect us to offer you *our best*, and please, if we can help you, let us know.

**You have been identified as your company's representative for this show.** If you are not the person responsible for arranging the logistical, physical and aesthetic details of your exhibit space, **please identify** and *forward this HostKit* to that person as soon as possible.

Please take a moment to read the enclosed information. This **HostKit** describes the Drayage services we will provide to you. If you do need additional equipment, services and manpower, please let us know. We want to make this show a positive experience for you.

**Freight will be accepted at the HostSouth Warehouse  
Monday, February 17 to show date, February 27th, 2020  
unless advance notice and schedule of delivery is coordinated directly with HostSouth.**

We ask that you follow the instructions within this document for shipping freight.  
Should you ship freight directly to the venue for arrival prior to the day of installation -  
it will be refused and returned to the shipper. Thanks for your attention to this important detail.

***We Hope You Have a Great Experience in our hometown of Savannah!***

## General Information

***This form serves as a Compilation for the ordering of equipment and services, manner of payment and as a temporary RECEIPT.***

Make sure Total Due on each *Attached Order Form* match the figures below.

Any corrections on this or other documents due to Exhibitor errors in estimations, compilation, tax, description or otherwise will be noted by **HostSouth** and processed as corrected. If a credit card dispute is filed and **HostSouth's** charges are confirmed or awarded, or if dispute is withdrawn, there will be a \$100.00 administrative charge assessed to Exhibitors account.

**HostSouth will accept HSPI freight beginning  
Monday, Feb 17, 2020 to show day, February 27<sup>th</sup>, 2020  
unless other arrangements are made with us directly.**

**Freight Dock Hours  
Monday - Friday 10am - 4pm**

Exhibitor and Exhibitor's Agent accept the Terms, Conditions and Payment and Credit Policy noted within this manual.

Order(s) with or without Payment authorize **HostSouth** to provide equipment and services.  
Company and personal checks, Amex, VISA and MasterCard are accepted methods of payment.

### Compilation of HostSouth Equipment and Service Orders Worksheet

Enter Totals Here

							TOTAL
	Labor Installation & Dismantling		Material Handling & Drayage	Freight Costs			+
* Remember - send Special Services forms directly to venue or noted vendor - and copy HostSouth ! *						Estimated Total	

**- Order in Advance to Save Money -**

*Orders placed without payment or after the discount price deadline date will be charged the standard-floor rate.  
If you have any questions, please call -*

### Method of Payment

<b>CHECK</b>	<b>Make Check Payable to: KTK HostSouth, LLC</b>	Check #	Amount (U.S. Dollars)	Date on Check
<b>CARD Authorization</b>	For your convenience, we will use this authorization to charge your account for your Order(s) for Equipment and Services. Per the terms of the enclosed Exhibitor Service Manual you authorize HostSouth to charge this card account for services and equipment ordered and/or provided. <b>PLEASE ... PRINT Clearly and Do Not Use Felt Pen</b>			
Type	circle card type AMEX 4-digit front	complete security code VISA / MC 3-digit back	Card Number	Expires
Card Holder	Name On Card	Statement Address		
	Phone	Fax	E-Mail	Signature

**HostSouth, LLC**

voice 912.232-6373 fax 912.232-3748

**Conference** \_\_\_\_\_

**Exhibitor** \_\_\_\_\_ **Booth Contact** \_\_\_\_\_

**Phone** \_\_\_\_\_ **ext** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

## Information

Please familiarize yourself with this Payment and Credit Policy prior to ordering equipment, services, or labor.

**Contact** By completing and returning any enclosed form, the returned form with a signature recognizes the noted person (Contact) has the authority to represent as Agent the Exhibiting Company. Representing the Exhibitor by ordering services and/or equipment from HostSouth, Inc., you as agent for your company and your company as Exhibitor, are entering into a Contract with HostSouth, Inc. which defines respective parties' responsibilities.

**Acceptance** By completing and returning any enclosed form without a signature but with appropriate Exhibiting Company name, Exhibitor recognizes an authorization and willingness of the company as the Exhibitor, and the Contact personally, to honor all rules, regulations or policies of and accepts financial responsibilities.

**Advance Order** We have designed this HostKit to help you to save money ... by offering discounts for equipment and services when ordered in advance. Equipment, services or labor orders received prior to two weeks of the first day of installation (Advance Order) will receive a discounted rate as noted within this document. Purchase Orders do not qualify for advance rates.

**Standard Order** Equipment, services or labor orders received on the day noted or within two weeks of the first day of installation and including on-site orders (Standard Order) will not be processed or provided without full payment at the time the order is placed. Any show orders for equipment, labor or services requested from and/or provided by *the venue* are billed at HostSouth Standard Rate.

**Currency** HostSouth accepts MasterCard, VISA, and American Express credit cards and company checks for Advance and Floor Orders. A receipt of equipment and/or services provided, with payment information, will be available at the HostSouth service desk at show or mailed to Exhibitor within 21 days of the close of the show. It is the Exhibitors responsibility to contact HostSouth if the receipt is not received.

**Consideration** If a credit card dispute is filed and HostSouth charge is approved or if dispute is withdrawn, there will be a \$100.00 administrative charge assessed to Exhibitors account.

**Post Show Billing** Should there be a necessity for post-show billing for any reason, Exhibitor agrees to pay a \$100.00 handling charge in addition to the show site balance. If in 30 days after the date of the invoice full payment of the total amount due including the handling charge is not paid, a finance charge of 2.45% per month, which is 29.4% APR (Annual Percentage Rate), will be assessed to the total amount due. An invoice not paid 90 days after invoice date will be turned to collection for action.

**Exemption** If Exhibitor is exempt from paying sales tax in the state where the show is being held, a Certificate of State Sales Tax Exemption must be included with order. If certificate is not included, tax will be assessed. Once tax is assessed, it must be paid.

**Contractor** If Exhibitor contracts work to a display-exhibit house (Exhibitor Appointed Contractor) which replaces any services or equipment available from HostSouth, exhibitor account is charged \$150.00 for each EAC accessing the show floor, to offset overhead expenses of maintenance, cleaning and upkeep of the exhibit and service areas. It is the Exhibitor's responsibility to inform HostSouth in advance of intent to use EAC

**Freight Special** If Exhibitor ships freight to HostSouth warehouse or show site, Exhibitor must complete and return all appropriate forms. Freight services may not be provided to the Exhibitor unless forms are completed and returned to HostSouth **prior to the show**.

**Account** Should exhibitor elect to use HostSouth freight accounts to accept or ship freight, carrier charges and a \$100.00 handling charge will be assessed to Exhibitor Account.

**Not Accepted** Should Exhibitor payment not be accepted by a financial institution, Exhibitor agrees to pay a \$100.00 service charge per occurrence plus any charges assigned HostSouth by any financial institution.

**Action** Exhibitor agrees that in event any action or proceedings are brought for the recovery of an amount due HostSouth for services, equipment or labor provided, Exhibitor will pay all costs of collections including, but not limited to, attorneys' or collection agents' fees plus interest at a rate of 2.5% per month or the maximum prevailing rate allowed under the laws of the state of Georgia until collected. The contact of the Exhibitor unconditionally and personally guarantees the payment of all properly documented invoices. Exhibitor agrees a written notice certifiably mailed to the address given as that of Client or Contact demanding return of any property or for payment of account shall constitute due and full notice by HostSouth, Inc. under the laws of Georgia.

Thank you for completing the following information.

### If you are shipping to the HostSouth Warehouse in advance of the day of Installation for the noted show -

1. Please estimate total number of pieces being shipped:

- Crated
- Un-crated on pallet
- Plastic or cardboard Cases and/or Boxes
- Envelopes
- Machinery

\_\_\_\_\_ Total

2. Please note which type(s) of carriers will be delivering freight and the number of pieces per carrier:

- Van Line
- Common Carrier
- Company Truck
- Air Freight (FedEx, DHL, UPS Air)
- Air Freight (other express shippers)

3. Please note the estimated heaviest piece of freight that is being shipped.  
\_\_\_\_\_ lbs

4. Please note the total weight of your exhibit or equipment being shipped  
\_\_\_\_\_ lbs.

5. Please note if any special handling equipment will be required to unload your exhibit materials, i.e. pallet jack, extended forklift blades, lifting bars?

6. Please note if you have had any major problems in past shows with the receipt of your freight into your show booth.

7. Please note if shipment contains hazardous materials.  
If YES - Shippers Declaration Required,  
include with this form.

If YES - Shippers Declaration Not Required,  
Check here \_\_\_\_\_ Initial here \_\_\_\_\_

### If you are shipping to SHOW SITE the day of Installation:

1. Please estimate total number of pieces being shipped:

- Crated
- Un-crated on pallet
- Plastic or cardboard Cases and/or Boxes
- Envelopes
- Machinery

\_\_\_\_\_ Total

2. Please note which type(s) of carriers will be delivering freight:

- Van Line
- Common Carrier
- Company Truck
- Air Freight (FedEx, DHL, UPS Air)
- Air Freight (other express shippers)

3. Please note the estimated heaviest piece of freight that is being shipped.  
\_\_\_\_\_ lbs

4. Please note the total weight of your exhibit or equipment being shipped  
\_\_\_\_\_ lbs.

5. Please note if any special handling equipment will be required to unload your exhibit materials, i.e. pallet jack, extended forklift blades, lifting bars?

6. Please note if you have had any major problems in past shows with the receipt of your freight into your show booth.

7. Please note if shipment contains hazardous materials.  
If YES - Shippers Declaration Required,  
include with this form.

If YES - Shippers Declaration Not Required,  
Check here \_\_\_\_\_ Initial here \_\_\_\_\_

**Please note if you are bringing your freight/show equipment *with you* directly to SHOW SITE - YES: \_\_\_\_\_**

Does shipment(s) contain hazardous materials:

\* If YES - Shippers Declaration Required, include with this form.

\* If YES - Shippers Declaration Not Required, Check here \_\_\_\_\_ Initial here \_\_\_\_\_

**It is Exhibitor responsibility to provide proper special handling instructions, if any, in advance of HostSouth's receipt of any freight shipment.**

**Failure to provide this form releases HostSouth from any liability for delays, loss or damage related to or caused by the contents as provided by Exhibitor.**

Please complete and return this form to HostSouth - thank you.

HostSouth, LLC

voice 912.232-6373 fax 912.232-3748

Conference \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth Contact \_\_\_\_\_

Phone \_\_\_\_\_ ext \_\_\_\_\_ E-Mail \_\_\_\_\_

The terms and conditions set forth in this document are part of the contractual agreement between HostSouth, Inc. and your company, the Exhibitor, and you as agent for your company. As such, you agree to and accept the terms and conditions stated within this document, when any of the following conditions are met

- Services and/or Equipment are requested on the behalf of the Exhibitor via documentation received by HostSouth;
- Services and/or Equipment are requested on the behalf of the Exhibitor without any documentation received by HostSouth.

### **Payment**

If Exhibitor ships freight to or from HostSouth, Inc. warehouse and/or show site, Exhibitor must complete all freight-related forms and the Compilation and Method of Payment form included in manual. No equipment or services may be provided or freight received nor shipped unless these forms are completed and returned to HostSouth prior to the first day of installation of the show. All appropriate charges will be assigned to the method of payment.

### **Technical**

**Weights** For this show drayage of freight is based on rates noted within this document. Freight rates by weight are rounded up to the next CWT after minimums per shipment are attained.

**Over-Size** Any shipment requiring special handling due to length, width, height or weight, or requiring labeling, tarp, stacking/un-stacking, or rigging will be handled on a time and material basis. Any single piece due to its size that cannot be fitted through doorways or elevators will be taken as far as possible and then becomes the responsibility of the Exhibitor. Arrangements to get freight to or from booth at that point, if requested by exhibitor, is in addition to the drayage rate noted, and at Exhibitors' expense.

**Warehouse** For safety, security and management of materials, for tariff rates, fuel and related costs, and/or scheduling, freight may handled via HostSouth Central Warehouse in Savannah, Georgia for any show. If show location is other than Savannah, freight will be handled through Savannah warehouse and transported, without any travel surcharges to Exhibitor unless noted.

**Packaging** HostSouth will not be responsible for damage to loose, wrapped, or non-crated materials, glass breakage, concealed damage, carpets bagged or wrapped, or materials improperly shipped. HostSouth will not be responsible for crates or packages which are unsuitable for proper manual or mechanical handling, in poor condition, or having prior damage.

**Labels** It is sole responsibility of the Exhibitor to properly label empty containers handled by HostSouth (removed and returned to the booth), remove or obliterate old labels, and affix labels for outbound shipping. HostSouth assumes no responsibility for the handling or mis-handling of containers with old storage or shipping labels, hidden or improperly affixed labels.

**Agent** The Exhibitor agrees that, in connection with any receipt, handling, temporary storage or reloading of their materials, HostSouth and its subcontractors will provide their services as Exhibitor's agent, and not as bailee or shipper. If any employee of HostSouth or its subcontractors shall sign a delivery receipt, bill-of-lading or other document, Exhibitor agrees HostSouth, Inc. or its subcontractors do so as the Exhibitor's agent and the Exhibitor accepts the responsibility therefore.

### **Shipments In-Bound**

**To Booth** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor or his representative at that booth, and during such time the material in the booth may be left unattended. HostSouth can not and will not be held responsible for loss of Exhibitor's property, including loss of use thereof, between the time Exhibitor's goods are delivered to the show area and the time such goods are received by HostSouth for loading and their delivery to and acceptance by the carrier.

**Empties** Properly labeled empty containers handled by HostSouth will be removed after installation and returned to booth at dismantle.

### **Shipments Out-bound**

**Documentation** All Material Handling Authorizations and related forms submitted to HostSouth by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where there are discrepancies, with these noted on the appropriate documents.

**From Booth** Consistent with trade show industry practices, there may be a lapse of time between the completion of the packing and the actual pick-up of materials from booths for loading onto carriers, and during such time the material in the booth may be left unattended. HostSouth can not be liable nor responsible for any loss, damage, theft or disappearance of exhibitors materials after same have been delivered to the booth.

**At-Site** For the protection of your freight, it is the Exhibitors responsibility to inform HostSouth IN ADVANCE of any at-show pickups by any carrier. If HostSouth is not notified in advance of show-site pick-up, HostSouth reserves the right to not release, with no recourse by any party; Exhibitor releases HostSouth from all liability.

**Carrier** In order to expedite removal of materials from the show site, HostSouth, Inc. shall have the authority to change exhibitor's designated carrier(s) if such do not pick up as scheduled. If Exhibitor makes no disposition, materials will be taken to HostSouth warehouse to await Exhibitor's shipping instructions. Exhibitor agrees to be responsible for costs related to such handling. No liability will be assumed as a result of such re-routing or handling.

### **Limitations of HostSouth's Liability and Responsibility**

In consideration of the services provided to Exhibitor, it is agreed and understood that HostSouth is not responsible for damage to property in its care, custody or control, including custody for transportation by a third party common carrier, arising from Fire, Lightning, Smoke, Strike, Riot, Water, Terrorism, Mysterious Disappearance, Civil Commotion, Work Stoppage or any other cause or condition beyond its control.

**Actual** The liability of HostSouth, Inc. and its subcontractors shall be limited to that derived from any loss or damage which results solely from the gross negligence of HostSouth or its subcontractors in the actual physical handling of the items comprising Exhibitor's shipment(s) and not for any other type of loss or damage.

**Limits** It is agreed that if HostSouth, Inc., or its subcontractors, should be found liable for loss or damage due to a failure to properly handle Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.50 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy.

**Service** Any declared value does not apply to the services provided by HostSouth. HostSouth is not 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 Exhibitor's materials which may make it impossible or impractical for exhibit use.

**Time** Any claim for loss or damage must be submitted to HostSouth, Inc. prior to the close of the show, or within thirty (30) calendar days from the last day of that conclusion. Any claims after 30 calendar days will be rejected without recourse.

**Indemnification** It is agreed and understood that Exhibitor agrees to save and hold harmless HostSouth, its officers and employees, from all liability to any employee or guest of Exhibitor or to any other persons whomsoever as a result of injuries or damages arising from negligent acts or omissions of the Exhibitor at the function for which HostSouth is providing equipment, services or labor, unless attributable to the direct negligence of HostSouth or its employees, and agrees to defend and indemnify HostSouth against such losses.

**Insurance** Exhibitors are urged to carry all-risk insurance covering their materials against damage, loss and all other hazards from the time shipment leaves exhibitor address until shipment returns to that address. It is understood that HostSouth, Inc. and its subcontractors, are not insurers. Be sure to review other insurance requirements per the contract for space. Insurance should be obtained by the Exhibitor and that any amount payable to HostSouth hereunder - based on the value of the material handling services and the scope of the liability as herein set forth - is unrelated to the value of the Exhibitor's property being handled.

**Subrogation** Exhibitor and HostSouth mutually agree to waive any and all rights of subrogation against one another in the event of a loss which is compensated by insurance coverage applicable to the damaged property.

# HostSouth, LLC

## Incoming Freight Notification and Drayage Rates

If you are shipping freight TO / FOR this show, please complete **this form and the Compilation and Method of Payment** form prior to shipping any freight. Please mail to address noted or **fax these forms** to HostSouth (912.232-3748).

**Freight** will not be delivered to exhibitor booth without these two forms (M of P + Incoming) completed and in the possession of HostSouth.

**Drayage** - Drayage is the cost of HostSouth handling your material via accepting a freight shipment, storage for up to 30 days prior/post show, the delivery of shipment to the show, unloading at the venue and delivery to your booth, storage of empty containers during the show, their return, removal of your freight to the appropriate outbound retrieval location, and delivery to the carrier for return to the consignee.

**Acceptance** - Shipments arriving at HostSouth or show site without written notification by consignment or delivery by Exhibitor or by any shipper for Exhibitor shall constitute an acceptance by Exhibitor of the terms and conditions stated within the documents of this "HostKit"

**PrePaid vs. Collect** - For any freight shipped to HostSouth by whatever means of transportation, the carrier's freight charges **MUST BE PREPAID**. Should HostSouth accept any freight consigned as "Collect", the shipment will be assessed a \$100.00 handling fee in addition to the freight charge paid, without recourse.

**Hundred Weight** - Freight is based on hundred weights - CWT (example -1200# of freight = 12 CWT). Freight is rounded off to the next CWT (ex 1265# =13CWT). Each shipment received is processed separately and is based on bill of lading weight or warehouse per piece weighing. Amount invoiced is calculated at CWT multiplied by CWT Rate (i.e. **13CWT x warehouse rate = billed amount**)

**Freight to Warehouse** -Freight can be received and stored at HostSouth Warehouse 45 days prior to the show without an additional storage charge. We strongly recommend your show freight be delivered to warehouse one week prior to exhibitor installation. Freight received at warehouse within 72 hours of move-in receives an automatic **\$50.00 special truck loading fee** charged to Exhibitor. For freight received at HostSouth Warehouse during show and **HOT** delivered to show, there is an added \$50.00 special delivery charge.

**Freight to Show Site** - *Shipments to Show Site Will be Refused if arriving prior to the first day of installation.* Be assured - your freight will be refused at the site if arriving prior to install day. Please *do not expect* the venue to accept advance freight. Should shipment arrive venue in advance of installation date HostSouth may pick up and hold at HostSouth location until installation; see below for rates. HostSouth will not be responsible for the tracking of any freight sent to show site if proper information is not received prior to 72 hours of installation. All freight shipped to the show site "day of" will be handled at show site rate; additional charges may occur if handled prior to "day of." Contact HostSouth if freight is scheduled for show-site delivery.

**Call For Acceptance** - It is strongly recommended that the Exhibitor have ground carrier call HostSouth prior to warehouse delivery of freight and prior to picking up of freight following the show. Warehouse has specific receiving hours, and receipt/release of shipment may be delayed and additional costs to the Exhibitor incurred.

**Lost or Delayed Freight** - What a terrible way to start or end a show! Please pay attention to shipping information, keep your freight tracking numbers and know your carrier phone numbers. We urge you to notify HostSouth of how you are handling your freight to or from show.

Shipping to HostSouth Central Warehouse - Advance -	Deliver To Address	Mark Each Piece for Show Handling	Freight Shipment Quantity / Description	Carrier / Pro #
	HostSouth, LLC 2025 Louisville Road Suite B Savannah Ga 31415	(your company name)		

**SHIPMENTS ARRIVING Show Site prior to the first day of Exhibitor installation Will Be Refused and Returned to Shipper**

Drayage Category Rates for Freight Arriving

**HostSouth will accept HSPI freight beginning  
Monday, Feb 17, 2020 to show day, February 27<sup>th</sup>,  
unless other arrangements are made with us directly.**

**FREIGHT DOCK HOURS  
Monday - Friday 10am - 4pm**

**HostSouth Warehouse**

\$ 90.00 CWT (\$ 180.00 minimum )  
CWT / per hundred weight

**Show Site**

handling from Venue loading dock or during show  
\$ 125.00 CWT (\$ 250.00 minimum )

Each shipment is based on a 2x CWT minimum

Special handling

- freight requiring ground unloading, constricted space access,  
dismantling of crates/pallets to access doors  
**ADD \$20.00 / CWT to category**

Envelope Rate

FedEx, UPSAir, USPS, etc  
**\$25.00** first envelope  
**\$18.00** each additional envelope

"HOT" deliveries

- freight received at warehouse during show hours  
requiring immediate delivery  
**ADD \$50.00** for same-day immediate delivery

For ALL Inbound Freight Shipments,  
please complete the Incoming Freight Information form and  
return to **HostSouth** ~ thanks!

HostSouth, LLC

voice 912.232-6373 fax 912.232-3748

Conference \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth Contact \_\_\_\_\_

Phone \_\_\_\_\_ ext \_\_\_\_\_ E-Mail \_\_\_\_\_

## General Information

*If you need HostSouth to handle the shipping of your freight FROM the show by any carrier, this information is for you!*

Each outbound shipment must have **Outbound Freight and Material Handling Authorization** and **Compilation-Method of Payment** forms on file with HostSouth.

**Release** Any shipment handled by HostSouth from the show constitutes an acceptance by Exhibitor of the terms and conditions stated within the documents of the "HostKit" For the safe-keeping of your material, any freight shipment from the show site must be cleared through the HostSouth service desk.

**Bad Pack** HostSouth assumes no responsibility or liability for loss, damage, theft, or disappearance of Exhibitors materials that arise out of improperly packed or loaded materials. Materials not boxed or prepared for shipping will be discarded.

**Documentation** All Material Handling Authorizations and related forms submitted to HostSouth by the Exhibitor will be checked at time of freight pick-up from the booth - corrections will be made if discrepancies. Every outbound shipment must have a completed Bill of Lading, and each piece affixed with completed shipping label.

**Drayage** Outbound freight not part of incoming freight shipment is billed at full Drayage Rate for post-show shipment. HostSouth will move freight from booth to the appropriate receiving location for loading by the carrier at Drayage Rate noted.

**Expedite** To expedite the outbound shipment, have completed Bills and labels affixed in advance of scheduling the release of the shipment to HostSouth. To release shipment for outbound handling and shipping, bring the completed Out-Bound Material Handling Authorization and Bill(s) of Lading to the HostSouth Service Desk.

**Storage** Storage of post-show freight is available; contact HostSouth for details.

**Shipment**

**At-Site** For the protection of your freight, it is the Exhibitors responsibility to inform HostSouth IN ADVANCE of any at-show pickups by any carrier. If HostSouth is not notified in advance of show-site pick-up, HostSouth reserves the right to not release, with no recourse by any party; Exhibitor releases HostSouth from all liability. Exhibitor representative must be in booth for any materials sold or released for customer or cartage carrier pick-up to be handled. A Bill of Lading or sales receipt is required to release freight to any party and be removed from show-site.

**From Booth** Consistent with trade show industry practices, there may be a lapse of time between the completion of the packing and the actual pick-up of materials from booths for loading onto carriers, and during such time the material in the booth may be left unattended. HostSouth can not be liable nor responsible for any loss, damage, theft or disappearance of exhibitors materials after same have been delivered to the booth.

**Carrier** Every effort will be made to satisfy shipment via Exhibitor's carrier. In order to expedite removal of materials from the show site, HostSouth, Inc. shall have the authority to change exhibitor's designated carrier(s) if such do not pick up as scheduled. If Exhibitor makes no disposition, materials will be taken to HostSouth warehouse to await Exhibitor's shipping instructions. Exhibitor agrees to be responsible for costs related to such handling. No liability will be assumed as a result of such re-routing or handling.

**Delivery to the Carrier**

**Acceptance** HostSouth is not responsible or liable for any loss, damage, theft or disappearance of Exhibitor materials after being delivered to carrier, shipper or agent following the event.

**Location** HostSouth will make available material at loading dock/area immediately behind carrier, or to driver. Any loading or movement within the doorways of the carrier's vehicle is sole responsibility of the carrier.

**- For the protection of your freight -  
it is the Exhibitors responsibility to inform HostSouth IN ADVANCE of any show-site pick-ups.  
HostSouth must be notified prior to start of dismantling of any show-site pick-up. No notice - no release.**

### Exhibitor Authorization for HostSouth to Provide Outbound Freight Services

We hereby authorize HostSouth to handle our outbound freight shipment(s) in accordance with the information provided on this, and other "HostKit Information", "Payment Method" and " General Freight Conditions" forms.

We agree that HostSouth will provide services as our agent, not as a bailee or shipper. If an employee of HostSouth shall sign a receipt, bill of lading, or other document dealing with freight, we agree that they will do so as our agent, and we accept the responsibility of that action thereof.

**AGREED -**

Exhibitor \_\_\_\_\_ Contact (print) \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_ **Signature** \_\_\_\_\_

### Outbound Freight Handling Documentation

Shipper (Exhibitor) \_\_\_\_\_  
 To Be Shipped From HostSouth Warehouse Savannah, GA  
 Shipper's Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Following show, who pays for outbound freight charges? (✓)  
 Shipper Pays - Airfreight Call Pick-Up Tags Issued \_\_\_\_\_  
 Shipper Pays - Bill Credit Card in HostSouth File \_\_\_\_\_  
 Shipper Pays - Carrier has Shipper account # \_\_\_\_\_  
 Shipper Pays - Bill Shippers Carrier Account # \_\_\_\_\_  
 Acct # \_\_\_\_\_  
 Bill Third Party - \_\_\_\_\_  
 Consignee Pays - Freight Collect \_\_\_\_\_

This is an Advance Authorization to Handle Freight - NOT a Bill of Lading - to help your on-site booth personnel, and HostSouth staff know what *should* happen with booth freight following the show.

Sometimes your on-site booth rep change any or all of this advance information. Should this happen, we make sure on-site rep knows of these instructions prior to the change.

On-site booth rep' shipping instructions are followed if this form is not completed

Please make copies of this form for shipments to multiple locations

### Documentation will be confirmed by On-site Bill of Lading

For Freight Expected to be Shipped Post-show, Please Complete-							HostSouth Use		
Your Internal Shipment #	To (Consignee)	City / State	Ship via Carrier	Estimated # Pcs	Description box/skid/case	Estimated Weight	B/L	Labels	Verify
A									
B									
C									
D									

For the protection of your freight, it is the Exhibitors responsibility to inform HostSouth IN ADVANCE of any show-site pick-ups.

For Show-Site pick-ups, a booth representative MUST BE in the booth.

If HostSouth is not notified in advance of show-site pick-up and a rep is not in booth, freight will not be released; no exceptions.

**HostSouth, LLC**  
 voice 912. 232-6373 fax 912.232-3748

**Conference** \_\_\_\_\_  
**Exhibitor** \_\_\_\_\_ **Booth Contact** \_\_\_\_\_  
**Phone** \_\_\_\_\_ ext \_\_\_\_\_ **E-Mail** \_\_\_\_\_



**EXHIBIT FREIGHT**

Please Do Not Delay

From:

c/o **HostSouth, LLC**  
**2025 Louisville Rd Suite B**  
**Savannah, Ga 31415**

To:

Conference

of

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