

PLEASE READ ALL INFORMATION BELOW - VERY IMPORTANT REGARDING YOUR OUTBOUND FREIGHT SHIPMENTS



YRC (Yellow/Roadway) is the Official On-Site LTL Carrier for **Architecture Exchange**. If you have an account with YRC and would like to take advantage of using their services, please see the Exhibits, Inc. service desk to complete a YRC bill of lading or turn in a completed bill of lading.

PLEASE NOTE: If you do not have an account with YRC, but would like the convenience of using the on-site Carrier, Exhibits, Inc. can provide you with a shipping quote based on their YRC account. Exhibits, Inc. has discounted rates with YRC, which allows for very competitive & cost efficient shipping opportunities. Please see Angie at the Exhibits, Inc. service desk to complete an outbound shipping rate quote request.

OUTBOUND SHIPPING VIA A CARRIER OTHER THAN YRC - Please note the following:

- 1 - All outbound shipments MUST be accompanied by a completed bill of lading or shipping labels that pertain to your carrier's specifications. All bills of lading must be turned in to the Exhibits, Inc. Service Desk prior to your departure. "Generic" bills of lading, UPS & Fed Ex labels are available at the Service Desk for your convenience.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!!

Failure to complete and submit a completed bill of lading to the Exhibits, Inc. Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

- 2 - All materials MUST contain a shipping address for your next destination to prevent shipment separation.
- 3 - When shipping to different destinations, a separate bill of lading is required for each destination.
- 4 - All outbound shipments should be addressed/labeled as follows:

FROM:	SHIPPER NAME:	Your Company Name
	SHOW NAME:	Architecture Exchange East 2009
	FACILITY:	Greater Richmond Convention Center
	ADDRESS:	401 N. 3rd Street
	CITY, STATE, ZIP:	Richmond, VA 23219

TO:	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

- 5 - If you are using a carrier other than YRC, YOU ARE RESPONSIBLE FOR SCHEDULING YOUR PICK-UP!!

ALL OUTBOUND FREIGHT CARRIERS (OTHER THAN YRC) MUST BE SCHEDULED TO PICK-UP ON: FRIDAY, NOVEMBER 6, 2009, BY 6:00 P.M. AT THE GREATER RICHMOND CONVENTION CENTER OR AT THE EXHIBITS, INC. WAREHOUSE (RETURN TO WAREHOUSE SERVICE ONLY) ON MONDAY, NOVEMBER 9, 2009, BETWEEN THE HOURS OF 8:30 A.M. - 4:00 P.M.!!!

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY 6:00 P.M. ON FRIDAY, NOVEMBER 6, 2009, WILL BE FORCED ON THE SHOW CARRIER (YRC) AND WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.



2505 GLEN CENTER STREET
 RICHMOND, VA 23223
 PHONE (804) 788-4400
 FAX (804) 788-0186
 WWW.EXHIBITSINC.COM

YRC FREIGHT OUTBOUND SHIPPING ORDER FORM



Please read, complete & fax the following, along with the Payment Policy Form, to Exhibits, Inc. if this service is requested.

Exhibits, Inc. can provide a service for outbound shipping of your show materials at the close of the event listed below, via YRC (Yellow/Roadway) This outbound shipping service includes providing you with a quote for your YRC shipping charges (based on the information that you list below) plus an Exhibits, Inc. 35% handling fee, a completed YRC freight bill of lading, labels for your show materials & scheduling a pick up for your outbound shipment. **Exhibits, Inc. does have a discount through YRC & may be able to provide you with a competitive rate quote versus other LTL carriers.**

PLEASE NOTE: When Exhibits, Inc. receives this form, they will notify you with details regarding your freight quote and total charges for this service. You will then have the chance to opt out of this service or follow through.

Architecture Exchange East 2009 - Greater Richmond Convention Center, Richmond, VA - November 4-6, 2009

PICK UP INFORMATION

DATE OF PICK UP: FRIDAY, NOVEMBER 6, 2009 WEEKEND PICK UP: YES NO
 PICK UP CONTACT NAME: _____ PHONE #: ()
 PICK UP ADDRESS: _____
STREET CITY STATE ZIP
 SPECIAL INSTRUCTIONS (I.E. NO DOCK, LIFT GATE NEEDED, OVERSIZE PALLETS, ITEM MORE THAN 25 FT. LONG, ETC. - ADDITIONAL CHARGES MAY APPLY): _____

DELIVERY INFORMATION

DATE DELIVERY IS NEEDED: _____ RECEIVING HOURS: _____
 (LEAVE BLANK IF NO EXPEDITED RUSHES REQUIRED)
 DESTINATION: _____
NAME / COMPANY NAME
 ADDRESS: _____
STREET CITY STATE ZIP
 DELIVERY LOCATION CONTACT: _____
CONTACT NAME CONTACT #
 NOTIFY PRIOR TO DELIVERY: YES NO LIFT GATE NEEDED: YES NO
 INSIDE DELIVERY: YES NO RESIDENTIAL DELIVERY: YES NO
 PLEASE COMPLETE THE FOLLOWING IF THE NEXT DESTINATION IS A SHOW SITE:
 SHOW NAME: _____ SHOW CONTRACTOR: _____
 SHOW CONTRACTOR TELEPHONE #: ()

METHOD OF SHIPMENT

EXACT EXPRESS: STANDARD GROUND:

DECLARED VALUE: *Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. If the value is omitted, the shipment will be subject to the lowest actual or released value in NMFC 100 Series. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding*

\$ _____ per _____

SPECIAL INSTRUCTIONS: _____

WEIGHT & DIMENSIONS

MARK "X" IN THE H/M COLUMN TO DESIGNATE HAZARDOUS MATERIALS AS DEFINED IN DEPARTMENT OF TRANSPORTATION REGULATIONS

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
	<input type="checkbox"/>	L X	W X	H	
	<input type="checkbox"/>	L X	W X	H	
	<input type="checkbox"/>	L X	W X	H	
	<input type="checkbox"/>	L X	W X	H	
	<input type="checkbox"/>	L X	W X	H	
TOTAL PIECES:		TOTAL WEIGHT:			

HAZARDOUS MATERIALS CONTACT NUMBER: ()

Please retain a copy for your records & return a copy to Exhibits, Inc.

By signing this order form, you have read & understand all of the above and are bound by all terms & conditions listed on the Exhibits, Inc. Payment Policy Form. **All charges incurred from this service must be prepaid by credit card listed on the Exhibits, Inc. Payment Policy Form.** All quoted freight charges are subject to change due to surcharges & other applicable fees.

Your Company Name: _____ Company #: () _____ Booth #: _____
 Company Fax #: () _____

Authorized By: _____ Signature: _____ Date: _____

