

**barton**exposition

2320 Linwood Ave  
Suite 4A, Fort Lee, NJ 07024  
Phone 201-884-8347 Fax 201-731-5357

New Jersey Comic Expo  
November 18 - 19, 2017  
New Jersey Convention Center

**Please take a few minutes and review the following information pertaining to shipping and material handling.**

### **Shipping Charges**

Please prepay all shipping charges. Barton Exposition will not accept or be responsible for collect shipments.

### **Material Handling Rates and Charges**

Labor and equipment required for unloading and loading are included with Barton Exposition material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Barton Exposition. Barton Exposition requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

### **Special Handling**

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Barton Exposition of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

### **Consignment**

All shipments must be consigned c/o Barton Exposition to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

### **Inbound Bill of Lading / Delivery Slip**

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of lading to Barton Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. 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.

### **Service Within Booth**

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

### **Empty Containers/Labels**

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Barton Service Desk and are to be used for empty storage only. Barton Exposition is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

## Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Barton Exposition
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Barton Exposition

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Barton Exposition must have an MHA for both locations. If freight is found on the show floor and Barton Exposition does not have a completed Material Handling Agreement, Barton Exposition will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Barton Exposition assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$55.00 per 100 pounds/CWT.

## Limits of Liability

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. 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.
4. Maximum recovery. If found liable for any loss, Barton's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound/article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. 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 an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Barton Exposition by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

## Shipping Information

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As the official service contractor, Barton Exposition is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

### **Advance Shipping to Barton Exposition Warehouse (200 pound minimum per shipment)**

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

New Jersey Comic Expo  
{Exhibiting Company Name}  
(Booth #)  
c/o Barton Exposition  
New Jersey Convention Center  
97 Sunfield Avenue  
Edison, NJ 08837

**Advance shipments can arrive beginning on:**  
October 17, 2017

**Advance shipments deadline (avoid surcharges)**  
November 11, 2017

*Warehouse receiving hours are 8:00am – 4:00pm*

### **Direct Shipping to New Jersey Convention Center (200 pound minimum per shipment)**

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

New Jersey Comic Expo  
{Exhibiting Company Name}  
(Booth #)  
c/o Barton Exposition  
New Jersey Convention Center  
97 Sunfield Avenue  
Edison, NJ 08837

**Shipments can arrive to show site:**

November 18, 2017  
9:00AM – 7:00PM

*Do not ship any materials to New Jersey Convention Center before this time frame. New Jersey Convention Center will not accept any shipments.*