

MATERIAL HANDLING SERVICES RULES AND REGULATIONS

— PLEASE READ CAREFULLY

FREIGHT INFORMATION

Material Handling Services

1. NMMA and its subcontractors shall not be responsible for damage to uncrated an/or unskidded materials, materials improperly packed, glass breakage or concealed damage.
2. NMMA and its subcontractors, are not, and cannot be, responsible for loss or disappearances of Exhibitor's materials after same have been delivered to Exhibitor's booth.
3. Inbound Shipments – There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the representative at the booth and during such time the shipment(s) will be left unattended in the booth. Neither NMMA nor its subcontractors shall be responsible for any loss or damage, which may occur during such period.
NMMA and its subcontractors cannot be responsible for disappearance of Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills-of-lading covering outgoing shipments, which are given to NMMA by Exhibitors, will be checked at the time of pick-up from the booths and corrections made where discrepancies exist.
Outgoing Shipments – It is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. NMMA or its subcontractors will adjust the quantities of items on any bill-of-lading submitted to conform to the actual count of such items in the booth at time of pick-up.
4. NMMA and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss, delay or damage due to fire, theft, windstorm, water, vandalism, acts of god, mysterious disappearance, strikes, lockouts or work stoppage of any kind, or other causes beyond its control.
5. It is understood that NMMA and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that any amounts payable to NMMA hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by NMMA or its subcontractors, it is understood that NMMA and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if NMMA 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. The liability of NMMA and its subcontractors shall be limited to that derived from any loss or damage which results solely from the gross negligence of NMMA 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. Any claim for loss or damage must be submitted to NMMA prior to the close of the show.
6. NMMA and its subcontractors, 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 an Exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in connection with the receipts, handling, temporary storage and reloading of our materials that NMMA and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of NMMA or its subcontractors, shall sign a delivery receipt, bill-of-lading or other document we agree that NMMA or its subcontractors, will do so as the Exhibitor's agent and the Exhibitor accepts the responsibility therefore.
8. In order to expedite removal of materials from the show site, NMMA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions and the exhibitor agrees to be responsible to pay for charges relating to such handling at the warehouse. No liability will be assumed as a result of such re-routing or handling.
9. Once exhibits or materials are placed in the booth, NMMA will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the Show. Therefore, all materials should be properly insured against fire, theft, and all hazards while in transit, and to and from your booth and for the duration of the Show.
Property Insurance: BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned to the show. We suggest that Exhibitors arrange "all risk" coverage. This can be done by "riders" to existing policies. Contact your insurance representative. BE SURE YOUR LIABILITY INSURANCE IS IN EFFECT AT THE SHOWSITE. Be sure to review other insurance requirements per the contract for space.

FREIGHT SHIPPING PROCEDURES

FREIGHT INFORMATION

Freight Shipping Procedures

INBOUND SHIPPING

- Advance Freight Shipments must be consigned prepaid, and can be received at the Norwalk Cove Marina beginning **September 6**.
- Freight Acceptance Hours: Monday through Friday 8am-4pm
- Freight shipments will not be accepted on weekends.
- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to an NMMA staff at Registration immediately.
- A report will be written and we will notify the carrier.
- Each carton, crate, etc. should be addressed as follows:

COMPANY NAME, SPACE NUMBER

Norwalk Boat Show
C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855

OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.
- Review the Material Handling Services Limits of Liability & Responsibility.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

Please print this label on a color printer if possible

D	DIRECT SHIPMENT
	EXHIBITION FREIGHT



TO: _____

Full Exhibiting Company Name at Show

Norwalk Boat Show

Name of Exhibition

BOOTH NUMBER

**C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855**

Shipment Should Arrive on or Between:

Friday, Aug 31, 2024 after 8:00 AM - Wednesday, Sept 18, 2024 by 4:00 PM

Carrier _____
Number _____ of _____ pieces

D	DIRECT SHIPMENT
	EXHIBITION FREIGHT



TO: _____

Full Exhibiting Company Name at Show

Norwalk Boat Show

Name of Exhibition

BOOTH NUMBER

**C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855**

Shipment Should Arrive on or Between:

Friday, Aug 31, 2024 after 8:00 AM - Wednesday, Sept 18, 2024 by 4:00 PM

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible

FREIGHT TERMS AND CONDITIONS

All material handling charges must be paid before official show close.

PROGRESSIVE®

FREIGHT INFORMATION

Freight Terms & Conditions

1. All shipments should be made on a straight bill-of-lading. It is understood that all shipments are released to us at a value not to exceed \$0.30 per pound with a maximum of \$50.00 per article.
2. Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Show Management reserves the right to refuse any single piece that, due to its size, will not fit through doorways or elevators.
3. NMMA will not be responsible for the count or content of material after it has been placed in the booth area, and will not assume any responsibility for materials left in booth prior to NMMA taking physical count and possession in preparation of moving such materials.
4. All outbound shipments must be tendered with a bill-of-lading.
5. Make certain all your materials are properly insured against fire, theft, and all hazards while in transit to and from your space, and for the duration of the event.
6. Exhibitor routing on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by NMMA. No liability will be assumed as a result of such re-routing. Exhibitor assumes all risks and responsibility.
7. NMMA assumes no responsibility for concealed damage.
8. Exhibits left on the floor without return instructions will be returned to exhibitor's address, freight collect, if possible.
9. NMMA, as the Material Handling Contractor, shall maintain control over all freight docks, doors, elevators and create storage areas.
10. Freight can be received at Show site (Norwalk Cove Marina – 48 Calf Pasture Beach Road, Norwalk, CT 06855) no earlier than **September 6**. Freight cannot be accepted on weekends.