



1816 West St. Germain Street  
St. Cloud, MN 56301

Phone (320) 253-4050  
Fax (320) 253-3324  
Email: cindi@anconvention.com

## **DRAYAGE INFORMATION AND SHIPPING INSTRUCTIONS**

### **GENERAL INFORMATION**

A & N Convention Services has been designated as the official drayage contractor for your upcoming convention. The drayage contractor is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling of exhibit material in and out of the show, it is suggested that even local exhibitors clear all movement of exhibit material through A & N Convention Services. We are prepared to handle all your needs on a coordinated schedule. It is requested that exhibitors cooperate in avoiding congestion and follow the recommendation that all shipments be handled through the drayage contractor.

### **SHIPPING INSTRUCTIONS**

All shipments by whatever means of transportation, **MUST BE PREPAID**. Collect shipments will not be accepted. Shipments should arrive **no later than one week prior** to the show installation. Consign all shipments as follows:

**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** (#4040 MN SHRM Conference)  
**C/O:** **A & N Convention Services**  
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*The exhibition hall has no room for receiving or storing shipments **prior** to the show installation or storage of empty containers during the show.*

### **UNCRATED AND SHIPMENTS REQUIRING SPECIAL HANDLING**

All shipments must be prepaid. Shipments consigned directly to the convention site **must not arrive prior to the first day of exhibitor move in.** Consign shipments as follows:

**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** (#4040 MN SHRM Conference)  
**C/O:** **A&N Convention Services/St. Cloud River's Edge Convention Center**  
10 - 4th Avenue S  
St. Cloud, MN 56301

### **LIMITS OF LIABILITY**

All shipments should be insured by the exhibitor from the time they leave the exhibitor's firm until they are returned from the show. After exhibits or materials are placed in the booth, A & N Convention Services will not be responsible for condition, count or content. A & N Convention Services will not be responsible for damage to uncrated and/or unskidded exhibit material nor for any concealed damage. All exhibits or exhibit materials handled by A & N Convention Services are insured at a value not to exceed thirty cents (.30) per pound and not to exceed a maximum of one hundred fifty dollars (\$150.00) per claim. A & N Convention Services cannot be responsible for goods or materials stored with empty containers.

### **OUTBOUND SHIPPING**

Each exhibitor will be expected to label their exhibit materials and furnish shipping information. We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipments when removed from the exhibit hall. Where carriers fail to pickup or refuse to accept shipments, A & N Convention Services reserves the right to re-route such shipments to the A&N warehouse. Where no disposition is provided, materials will be returned to A & N Convention Services pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.



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## FREIGHT RATE SCHEDULE

<b>DRAYAGE RATES</b> The following services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight.	PER CWT. (100 lbs.) MINIMUM 200 LBS. PER SHIPMENT	
	PER CWT.	MINIMUM CHARGE
<b>ADVANCE SHIPMENTS</b> Shipments of common freight and crated exhibits will be received and stored up to 30 days prior to set-up date and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will be moved from booths to loading dock and loaded on designated vehicles.	<b>\$30.00</b>	<b>\$60.00</b>
<b>DIRECT SHIPMENTS</b> Shipments of common freight and crated exhibits will be received at Exhibit Hall, during installation period only, from outside carriers or owner's vehicle, unloaded and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.	<b>\$27.50</b>	<b>\$55.00</b>
<b>OVERTIME ON ABOVE RATES</b> All hours on weekdays prior to 8:00 AM and after 4:30 PM, all Saturdays, Sundays, and Holidays - add to above rates an additional \$4.50 CWT to cover the cost of overtime.	<b>\$ 7.50</b>	<b>\$15.00</b>
<b>UNCRATED OR PADDED VAN SHIPMENTS</b> Above rates apply to handling of crated shipments and common freight. For uncrated, padded van or specialized equipment - add \$5.00 CWT to above rates to cover additional handling time.	<b>\$ 7.50</b>	<b>\$15.00</b>
<b>ADDITIONAL SERVICES (per hour - 1 hour minimum)</b> All per cwt. rates quoted in the foregoing do not include uncrating, unskidding, dismantling, crating, skidding, local pickup and delivery, special trips or special handling due to excessive weight or size. For such services, the following rates will apply.	STANDARD OVERTIME	<b>\$60.00</b> <b>\$65.00</b>
<b>RETURN TO WAREHOUSE FEE - OUTBOUND</b> Unless alternate plans have been made, all freight left in the exhibit area once show is dismantled will be loaded and brought back to the warehouse to ship out. The following rate will apply.		<b>\$60.00</b>



**CONVENTION SERVICES**

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### Credit Card Authorization Form

Show: # 4040 Show Name MN SHRM Conference

All payment arrangements for services must be made prior to the show. Please complete this form and fax to A & N with payment instructions. A confirmation of the final charges will be sent to all exhibitors after the close of the show. If you have any questions, please call A & N Convention Services at (320) 253-4050.

Booth # \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Description:  Furniture Rental    Freight:  Inbound     Outbound     Other

**Credit Card Payment:**

Visa / MC / \*\*AmEx / Disc \_\_\_\_\_ Exp \_\_\_\_\_ CV Code \_\_\_\_\_

\*\* Use 4 digits on front of AmEx

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Card Billing Address \_\_\_\_\_ Zip \_\_\_\_\_

Send Confirmation via:  Email \_\_\_\_\_

Fax                       Mail to Above Address                       No Thanks!

**Please return completed form to A & N Convention Services via**

**Email: [cindi@anconvention.com](mailto:cindi@anconvention.com) or Fax: 320-253-3324**

**Description of Services Charged (for office use only)**

Furniture Rental \$ \_\_\_\_\_

Freight - Inbound \_\_\_\_\_ \$ \_\_\_\_\_

Freight - Outbound \_\_\_\_\_ \$ \_\_\_\_\_

Freight Handling: Special Trip \$ \_\_\_\_\_

Freight Handling: Return to Warehouse Shipping Fee \$ \_\_\_\_\_

Other Services: \_\_\_\_\_ \$ \_\_\_\_\_

Other Services: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Sales Tax (7.625%): \$ \_\_\_\_\_

*(ST-3 required if tax exempt)*

**Date Charged:** \_\_\_\_\_ **Total Charged:** \$ \_\_\_\_\_