



## Shipping Policy and Materials Handling/Storage Form

Please sign this form and return to the Holiday Inn Executive Center via fax (573-446-1159)

### STORAGE FEES:

The Holiday Inn Executive Center / Columbia Expo Center will receive and store shipments up to 48 hours (2 Business Days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, storage fees will be assessed.

**Fees assessed will be:** \$30 PER 100 lbs (\$30 minimum charge will apply and combined weight calculated if multiple boxes/per shipment) PER DAY. All weights rounded up to the next 100 lbs.

\*Packages with storage fees will not be delivered to the booth or meeting until payment of the storage fee is received

\*The Executive Center WILL NOT be held responsible for materials in storage or damage to materials

### HANDLING FEES:

A Fee will be assessed to deliver and remove pre-packaged materials to and from the loading dock area to the necessary booth or meeting room. Handling fees will be charged on materials received less than 48 hours prior to set-up date.

**Fees assessed will be:** \$15 PER 50 lbs. (\$15 minimum charge will apply)

\*You will only be charged for either storage OR handling. You will not be charged for both.

All weights rounded up to the next 50 lbs.

### SHIPPING ARRANGEMENTS:

It is the responsibility of the Exhibitor/Exhibiting Company to make the arrangements for exhibit materials to be shipped out of the Holiday Inn Select Executive Center/Columbia Expo Center upon completion of the show.

This includes:

1. Packing the materials
2. Provide and Complete Paperwork/Bill of Lading
3. Affix labels to containers
4. Call shipping company to arrange the pick up

\*All shipping is the responsibility of the shipper and MUST be prepaid. Expo personnel WILL NOT assume any responsibility for shipping items left in a booth after a show.

\*Materials that have not been collected within 48 hours (2 business days) of the show will be shipped COD to the originating sender and storage fees will be assessed.

\*Shipments should be scheduled for delivery 8:00am-4:00pm Monday through Friday.

### SHIPPING LABEL:

Please fill out accordingly:

“Name of the Conference” Hold for arrival on \_\_\_\_\_

Name of Exhibitor, Company, “& Booth#

Holiday Inn Executive Center/Columbia Expo Center

2200 I-70 Drive SW

Columbia, MO 65203

### FORK LIFT USAGE:

Holiday Inn Executive Center / Columbia Expo Center staff will be available to assist with load-in/load-out. ONLY Expo staff will be authorized to drive the Fork Lift.

**Fees assessed will be: \$75.00 PER HOUR** (All charges will be paid for prior to end of the show. Payment for a minimum of one hour required)

**Please sign and return with contract or amenity order form. \*\*Contracts and Order forms cannot be honored without the signature of this letter, as well as valid credit card information and signature.**

*I have read and understand the rules and regulations of the Holiday Inn Executive Center and/or the Columbia Expo Center and I am aware of the charges that will be incurred for storage and/ or handling of boxes or materials.*

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
AUTHORIZING SIGNATURE

\_\_\_\_\_  
DATE



## Columbia Expo Center – RULES AND REGULATIONS

The management of the Holiday Inn Executive Center and the Columbia Expo Center requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Exhibitors. Charges for infractions of these rules resulting in damage will be assessed to the Exhibitor.

**EXHIBITOR LOAD-IN:** ALL Exhibitors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

**HEIGHT AND ARRANGEMENT OF EXHIBITS:** The maximum height of displays shall not exceed nine feet unless otherwise approved by the Columbia Expo Center. All Exhibits must be free standing. NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.

**EXPO CENTER FACILITIES AND EQUIPMENT:** Exhibitors and their employees will not be permitted to use or otherwise handle any Columbia Expo Center equipment in a manner that will in any way injure, mar, or deface any part of the building.

**TABLES, CHAIRS, BOOTH PARTITIONS:** are not to be moved or otherwise handled except by authorization of your show management. No tacks, nails or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Columbia Expo Center Management.

**LIGHTING FIXTURES:** Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Columbia Expo Center instructions and charged accordingly.

**ELECTRICAL AND MECHANICAL SERVICES** shall be connected by authorized and qualified personnel and at the instructions of the Expo Center and charged accordingly.

**DISPLAY EQUIPMENT ASSEMBLY:** Expo Center personnel are not permitted to assemble or otherwise handle exhibitor equipment except to move to and from booth space where specified in contract with show management.

**AISLES AND EXITS** so designated by show layouts shall in no way be obstructed.

**FLOOR AND FLOOR COVERINGS:** Cartons, crates and equipment are not permitted to be moved over floor Area except with the use of wheeled equipment. Floor coverings for individual booth space are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor/or Expo Center Equipment. Columbia Expo Center employees do not vacuum carpeted areas. DAMAGE TO THE EXPO FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE EXHIBITOR. ALL CARPET TAPE MUST BE APPROVED BY EXPO MANAGEMENT.

**PARKING:** All Exhibitors and Visitors to the Columbia Expo Center must abide by posted regulation signs.

**TRUCKS OR VEHICLES** will not be allowed inside the exhibit hall at any time unless approved by Columbia Expo Center Management.

**MISCELLANEOUS RULES:** No Exhibitor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Exhibitors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Columbia, Missouri.

The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Exhibitor or used by him for any other purpose than for ingress and egress.

The Management reserves the right to make such other and further reasonable rules and regulations as in its judgement may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.