



UNDERSTANDING DRAYAGE

Aquatic Experience - Chicago
November 3-5, 2017
Renaissance Schaumburg Convention Center
Schaumburg, IL

One of the most misunderstood aspects of preparing for your move-in at any trade or consumer show is drayage or material handling.

This is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This should NOT be confused with the cost to transport your exhibit materials to and from the event.

When you send a shipment (exhibit materials or product) to the event facility, your driver is often asked if they would like to have their vehicle unloaded for them. You and your driver should know that if they say yes, this constitutes ordering labor and the exhibiting company will be billed for this service.

You may hand carry or wheel your exhibit materials to and from your booth, but you MAY NOT use a pallet jack or fork lift. All unloading with a fork lift or pallet jack must use services provided by SourceOne Events. You may borrow a flatbed cart from SourceOne Events, as there are a limited amount available on the show floor. You must leave your driver's license at the service desk in exchange for the cart. Please be aware other exhibitors will be waiting for a cart, so be sure to return the one you're using just as soon as you are finished unloading.

Both the Aquatic Experience Show Management Service Kit and the SourceOne Events Service Kit are available on our website <http://aquaticexperience.org> under the "Exhibitors" tab.

If you have any questions regarding drayage, please contact our office.



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