

MOJO LOGISTICS

181 East Stiegel St., STE 203
Manheim, PA 17545

Tel: (717) 664-0158

Fax: (717) 664-0532

Dear Exhibitor:

Mojo Logistics has been selected by the Lancaster County Convention Center to provide local drayage services.

It is our pleasure to provide you with the best local drayage service. If you require our services please review the following information packet and fax back the Drayage Service Order Form and Credit Card Authorization Form to (717) 664-0532. If you have any further questions please contact one of Mojo Logistics representatives found below.

Enclosed you will find:

Material Handling Information
Drayage Service Order Form
Credit Card Authorization Form

Visit our website at www.mojo-logistics.com to download drayage forms, or for more information.

Shipments received within 2 business days before the event will be considered "Late Shipments".

Please do not hesitate to contact us with any questions.

Kathy Horst
kathy.horst@mojobarriers.com
Office: (717) 664-0158
Fax: (717) 664-0532

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MATERIAL HANDLING INFORMATION

Advance Warehousing

Common carrier shipments of exhibit materials consigned to Mojo Logistics' warehouse must arrive no later than three (3) business days prior to the event date. Exhibit material may be delivered up to thirty (30) days prior to show installation date and receive free storage. Longer storage time may be arranged for an additional fee.

Condition of Shipment

ALL SHIPMENTS MUST BE PALLETIZED OR CRATED. LOOSE OR UNCRATED MATERIAL WILL NOT BE ACCEPTED. MOJO LOGISTICS IS NOT RESPONSIBLE FOR CONCEALED DAMAGE OR LOOSE ARTICLES.

Local Drayage

Exhibit materials will be delivered to your booth prior to or during the designated installation period. Empty crates, cartons and cased will be removed from your booth after completion of installation and stored off-site during the event. After the event, empty containers will be returned to the respective booth.

It is not Mojo Logistics' responsibility to unpack or pack exhibit materials.

Outbound shipments require an outbound bill of lading. Once the shipment is packed and labeled, the bill of lading must be returned to a representative of Mojo Logistics. Repackaged exhibit material will be returned to Mojo Logistics warehouse for outbound shipment. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company at their expense.

ALL SHIPMENT MUST HAVE A BILL OF LADING PRIOR TO LEAVING THE CONVENTION FACILITY.

Outbound Shipments

All shipments will be available at the Mojo Logistics warehouse for pick up on the next business day following the event. The exhibitor is responsible for scheduling a pick up from the Mojo Logistics warehouse with the carrier of exhibitor's choice during normal business hours: Monday through Friday between the hours of 9am and 4 pm.

Shipments which are left at the Mojo Logistics warehouse for longer than seven (7) days following the event will be shipped to the exhibiting company at its expense.

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Payment

Full payment for local drayage and, where appropriate, storage services must be prepaid in full prior to receipt of the exhibit materials at the Mojo Logistics' warehouse. Forms of payment accepted are company check, money order or credit card. COLLECT OR C.O.D. SHIPMENTS ARE NOT ACCEPTABLE AND WILL BE REFUSED. Mojo Logistics requires a credit card to be on file for all material handling services.

Insurance

Mojo Logistics shall not be liable for any loss or injury to the exhibit material stored with or transported by Mojo Logistics however caused unless such loss or injury resulted from the failure by Mojo Logistics to exercise such care in regard to it as a reasonably careful person would exercise under like circumstances and Mojo Logistics is not liable for damages which could not have been avoided by the exercise of such care. Goods are not insured by Mojo Logistics against loss or injury unless specifically so provided in writing. EXHIBITOR ACKNOWLEDGES RECEIPT OF THE ATTACHED LIMITATIONS OF LIABILITY.

Mojo Logistics shall not be liable for injury or damage to fragile articles, which are defined for purposes of this agreement as all articles susceptible to breakage or crushing, which are not both packed and unpacked by Mojo Logistics' employees.

Documents, currency, money, jewelry, watches, precious stones or articles of extraordinary value must be specifically disclosed in writing. Mojo Logistics will not be liable for their loss or damage.

Exhibitors are encouraged to carry "all-risk" insurance covering materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received by Exhibitor after the show. Mojo Logistics is not an insurer and will not be liable for any loss resulting from any failure to insure the materials covered under this agreement.

Safety and Security

Mojo Logistics will not be responsible for the condition, count or content of exhibit materials once they are placed in the booth. This applies even if the Exhibitor is not present when the materials are delivered, or picked up. All orders received by Mojo Logistics prior to the removal of exhibit materials are subject to final count and correction made at the time of actual removal.

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Prohibited Material

Mojo Logistics will not accept the following material for warehousing and transport to the exhibition space:

- Live Animals.
- Hazardous Substances which shall include, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, hazardous or toxic pollutants or related materials, asbestos or any material containing asbestos, or any other substance, mixture, waste, compound, material, element, product or matter as defined by any federal, state or local environmental law, ordinance or rule.
- Explosives, including fireworks.
- Items which require climate control.
Certain items requiring refrigeration may be shipped directly to the Lancaster County Convention Center with prior approval from LCCC representative.
- Firearms.
- Any items, or substances that are prohibited from shipment to, or display at the exhibition space.

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LIMITATIONS OF LIABILITY

- A. Mojo Logistics shall not be responsible for damage to uncrated material, materials improperly packed or concealed damage.
- B. Mojo Logistics shall not be responsible for loss, theft or disappearance of exhibit materials after delivery to exhibitor's booth.
- C. Mojo Logistics shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering shipments, which are furnished to Mojo Logistics' warehouse by exhibitor, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- D. Mojo Logistics shall not be responsible for any loss, damage or delay due to fire, flood, Acts of God or nature, strikes, work stoppages of any kind, acts of war or foreign or domestic terrorism, or any causes beyond its control.
- E. Mojo Logistics shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, any collateral cost which may result from any loss or damage to an exhibitor's materials, which may make it impossible or impracticable to exhibit same. **UNDER NO CIRCUMSTANCES SHALL MOJO LOGISTICS BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.**
- F. **Collect or C.O.D. Shipments will not be accepted.**
- G. All shipping charges are the responsibility of the Exhibitor.
- H. Exhibition materials left in the booth for which no disposition is provided, will be returned to Mojo Logistics' warehouse and sent back to the exhibitor at the exhibitor's expense. Exhibitor will be charged accordingly for this service. There are no facilities at the show site to store exhibition materials.

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DRAYAGE SERVICE ORDER FORM

**Materials must be shipped in advance to Mojo Logistics Warehouse.
Lancaster County Convention Center will not accept shipments.**

The fees outlined below include delivery to the Convention Center, storage of empty packing materials during the event, and return to Mojo Logistics warehouse for return shipment.

**PLEASE ENSURE ALL BOXES & CRATES ARE CLEARLY LABELED WITH
EXHIBITOR / TRADE SHOW NAME/ Booth Number**

Advance Shipping Address: To: *(Trade Show Name, Name of Exhibitor and Booth Number)*
c/o Mojo Logistics
181 E Stiegel St
Manheim, PA 17545

Inbound Shipments: Mojo Logistics will receive shipments and provide up to 30 days storage prior to the event. Shipments will be accepted weekdays (excluding holidays) 9 a.m. to 4 p.m. Multiple shipments of materials delivered on different days, or by different carriers shall be considered separate shipments.

Deadline: Three business days prior to the event date.

Late Shipment: Materials accepted past the deadline will be charged an additional \$25 *per shipment*. Deliveries on load-in / show days will be charged an additional flat rate of \$125.00.

Outbound Shipments: Exhibitors *must* provide a bill of lading, or shipping labels for parcels. Exhibitors may arrange to have materials picked up at Mojo Logistics Warehouse no earlier than the first business day following the event.

Rates: \$50.00 per cwt (100lbs.) *per shipment*; weights are rounded to the next 100 lbs; minimum charge of \$100.00 *per shipment*. Mojo Logistics reserves the right to confirm weight of material. Special Handling Fees may apply for material exceeding dimensions of 70" x 96".

Advance Shipments to Mojo Warehouse	Carrier / BOL Number	Shipment Weight	X Rate per 100 lbs.	Minimum Charge/Shipment	Estimated Charges
Shipment 1		Lbs.	\$50.00	\$100.00	\$
Shipment 2		Lbs.	\$50.00	\$100.00	\$
Shipment 3		Lbs.	\$50.00	\$100.00	\$
		Late Shipment		\$25	\$
				Total Estimated Charges	\$

Trade Show: _____ Trade Show Date _____ Booth # _____

Exhibitor Name: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

Authorized by: _____ Email: _____

Signature: _____

Please complete form and fax to (717) 664-0532

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Credit Card Authorization

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval.

I, _____, Hereby authorize Mojo Logistics to charge my credit card for all drayage related services.

Type of Credit Card: Visa MasterCard American Express

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

Trade Show: _____ Booth # _____ Trade Show Date _____

Company Name: _____

Billing Address: _____

City/State/Zip: _____

Cardholder's Name: _____

Phone: _____
Fax: _____
Email: _____

Cardholder's Signature: _____

Date: _____

Credit and Payment Policy

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please take note of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment by company check, or money order may be mailed to Mojo Logistics in advance.
- Event site orders can be paid by company check or credit card.
- No Refunds.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

Please complete form and fax to (717) 664-0532