

CAPITAL AUDIOFEST 2023 East Coast's Premier Audio Show

Material Handling Instructions For 2023

Phone: 303-416-0227

E-mail: tradeshows@rglships.com

An on-site shipping desk will be available at the show for any questions or help you may need.

Shipping Desk Hours

Thursday, Nov 9th – Saturday, Nov 11th 9:00 AM - 5:00 PM
Sunday, Nov 12th 9:00 AM – 10:00 PM

Logistics Provided by



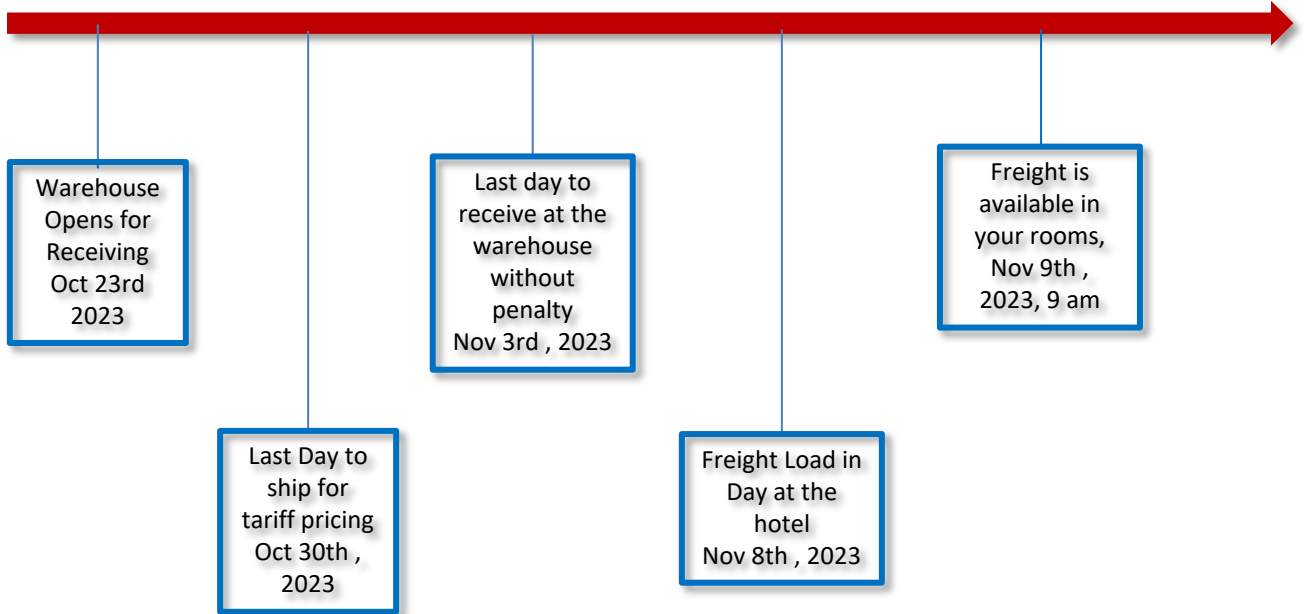
RG Logistics is a trusted, full-service logistics company founded in 2020. We provide extraordinary customer service by developing personalized solutions to meet each customer's unique needs in diverse markets. At all levels of our organization, we are committed to doing what is right for our customers.

Capital Audio Fest Timeline

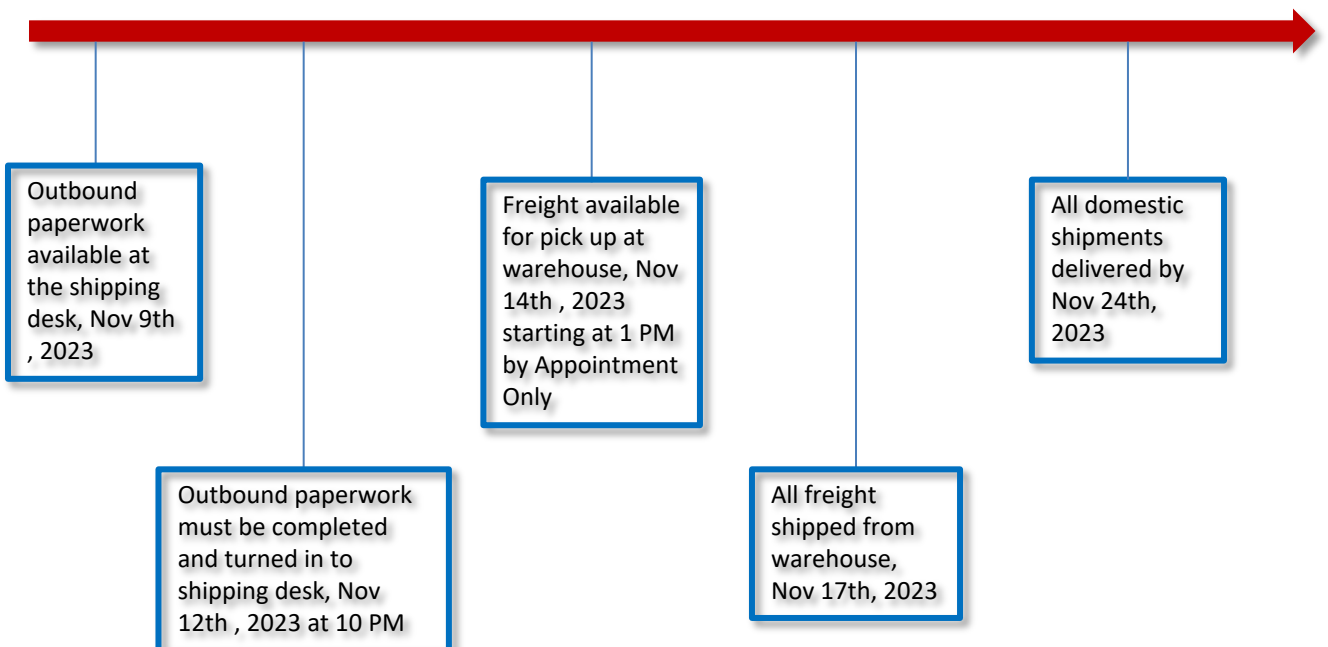
Provided by



Inbound Timeline



Outbound Timeline



Capital Audio Fest Logistics General Knowledge

The Capital Audio Fest, offers exhibitors three options to get their goods and exhibition materials to the show site. All exhibitors must use one of the following services:

- Personal Vehicle Loading** – Exhibitors who want to drive their goods to the show are allowed to do so, Loading is Thursday Nov 9th , 2023. Exhibitors are welcome to have RG Logistics unload their goods into the hotel for them as well. Contact RGL to arrange service.
- Drayage Only** – Exhibitor arranges freight transportation to the Advanced Warehouse through a carrier of their choice. RG Logistics will move the goods from the Advanced Warehouse to the show site. Drayage fee applies.
- CAF Logistics** (provided by RG Logistics)– RG Logistics will transport your goods from origin location to the show site. Transportation price includes drayage. Shipping tariff applies.

Delivery to the Hotel - Freight carriers will not be allowed to deliver directly to the show site(s). The Hotel will not accept freight and shipments will be refused.

Labeling of Shipments

All shipments should be sent to the Advanced Warehouse and **each piece** should be labeled as follows:

CAF 2023
(Exhibitor Name) & (Room/Space #)
C/O Freight Force IAD
45180 Global Plaza
Suite 100
Sterling, VA 20166

Important Note: Please make sure to remove, cover, or black out all old labels.

DRAYAGE SERVICES

All shipments should be sent to the Advanced Warehouse as per the inbound timeline. If you have a preferred carrier you would like to use, please do so. Notification is not required to ship your goods to the advanced warehouse location, however, you should still book a drayage notification on our website. All shipments should arrive no later than Nov 3rd, 2023 in order to avoid late fees (Late fee schedule listed on Page 5).

International Shipments – Please make sure your carriers know how to properly import and export your shipment for the CAF Show. CAF nor RG Logistics can be an importer of record for your shipment, however, CAF can be the Ultimate Consignee for your shipment. Please keep in mind that this means that you will need to have your carrier provide a customs broker to clear your shipment. If you are shipping Internationally, it is best to have a single carrier do both the import and export of your goods. For small parcel shipments, mainly FedEx and UPS shipments, any customs related charges that are billed to CAF or RG Logistics will be immediately charged to the exhibitors' credit card on file plus a 20% service fee.

Drayage Services– Shipments sent to the advanced warehouse through any carrier other than RG Logistics are considered a “drayage” shipment and will be charged according the below fee schedule. All drayage shipments will be weighed at the advanced warehouse and this weight will become the basis for the charges.

LTL Shipments

\$150.00 minimum charge.

Up to 999 lbs.: **\$0.45 per pound.**

1000-1999 lbs.: **\$0.40 per pound.**

For shipments over 2000 pounds: **\$0.37 per pound.**

Small Parcel Shipments

\$50 for the first package,

\$15 per package for the next four (4) packages.

Starting with the sixth (6th) total package, standard drayage rates apply for all.

Rate Examples

LTL shipment weighing 500 pounds: $500 \times \$0.45 = \225.00

LTL Shipment weighing 1000 pounds: $1000 \times \$0.40 = \400.00

FedEx Shipment of 4 boxes: 1st box = \$50.00, box 2-4 x \$15.00 = \$45.00

Total FedEx shipment charges: \$95.00

Important Note – Above rates are “one-way” rates, in order to get an accurate cost estimate for both inbound and outbound, please complete the same calculation for your outbound shipment also.

PERSONAL VEHICLE SERVICE

All Exhibitors wanting to drive their own gear into the hotel are welcome to do so. Exhibitors who wish to have RG Logistics unload their gear and take to the room will need an appointment.

In order to facilitate an orderly loading zone, an appointment must be scheduled with RG Logistics in advance for all exhibitors. The below loading and unloading times are available on a first come first serve basis. If an exhibitor does not make an appointment, they will be accommodated as quickly as possible but will be required to wait until a space/time is opened up for them to be unloaded. Please note that during peak loading times, this wait may be 1-2 hours long.

To book an appointment time, please visit www.rglships.com and book a personal vehicle appointment through our on-line booking page. (Under "Tradeshow Services" at the top right and then "Book a show shipment now").

Loading Into THE Show

Nov 9th , 2023 - 9 am until 6 pm

Loading Out of THE Show

Nov 12th – 5 PM until 10 PM

Charges

Each Load, load in or load out, is charged individually as some exhibitors may not need both loads. Rate is based on 4 men for 30 mins.

Load In: \$275.00

Load Out: \$275.00

Additional Time: \$45.00 per 15-minute increment

Additional Man: \$25.00 per 15-minute increment, for each additional man used

Transportation Services

The Advanced Warehouse will be available to receive your shipments starting Oct 23rd , 2023.

Ship Early!!

RG Logistics requires a minimum of 1 business day notification to schedule a pickup. A 4-hour pick up window are required. Transportation rates include the drayage fee. Some areas may require additional days for pick up.

To compare the RG Logistics rates Vs another carrier, calculate your carrier rate, then calculate your drayage rate with RG Logistics. Add these two rates together and compare to your calculated RG Logistics transportation rate.

FEES: See "Shipping Tariff" for rates and associated fees on next page.

Important Note: All shipments will be re-weighed upon receipt at the Advanced Warehouse. This actual weight will be the basis for all charges.

Late Fees

Any shipment arriving after Nov 3rd 2023, 5 PM, will be subject to the late arrival fee which follows the below fee schedule and is based on the arrival date of the shipment.

* Exhibitors using RG Logistics for shipping, who ship by the last day to ship, are not subject to late fees.

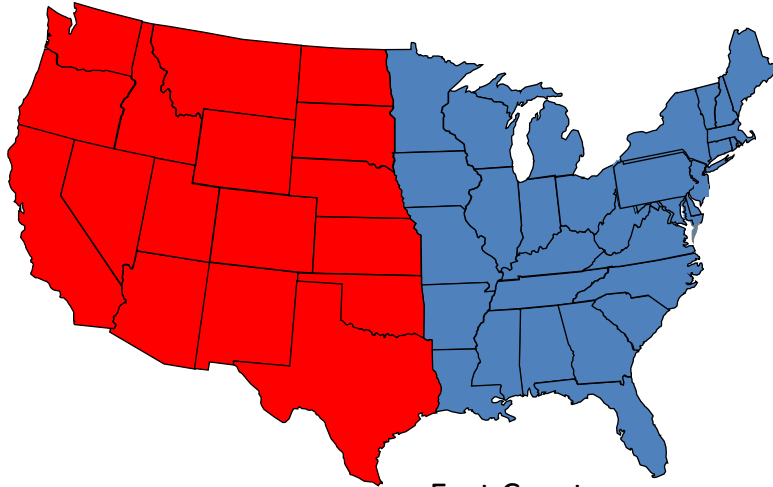
Shipments arriving after Nov 3rd 5 PM (These shipments will arrive to the show-site by Nov 9th , 2023, 9 AM)

Standard Late Fee:	\$0.15 per pound.
Minimum Charge:	\$150.00 per shipment.

Shipments arriving on or after Nov 8th , 2023, 12 Noon, are subject to the standard late fee or minimum charge. Late shipments will be brought to the show-site each day at or about 5:00 PM. Exhibitors needing their late shipments sooner are subject to the following "Special Delivery" surcharge. This surcharge is in addition to the standard late fee.

Special Delivery Surcharge:	\$350.00 per shipment.
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SHIPPING TARIFF Capital Audio Fest 2023



West Coast

\$275.00 Minimum Charge
\$0.85 per lbs. up to 1999 lbs.
\$0.75 per lbs. above 2000 lbs.

East Coast

\$200.00 Minimum Charge
\$0.65 per lbs. up to 1999 lbs.
\$0.55 per lbs. above 2000 lbs.

Important Note: All Shipments are subject to a dimensional factor of 200, shipments will be charged at the higher of the dimensional weight or the actual weight. The calculation used to determine dimensional weight is $L \times W \times H / 200 = \text{Chargeable weight}$.

ALL SHIPMENTS WILL BE REWEIGHED/DIM AT THE ADVANCED WAREHOUSE, THE REWEIGH WILL BE THE BASIS FOR THE FREIGHT CHARGES.

A **Fuel Surcharge of 40% or current** will apply in addition to the stated freight charges

- ✓ Rates are applied per Bill of Lading
- ✓ International, HI & AK shipments are by quote only
- ✓ Must ship by Oct 30th, 2023 for rates to apply
- ✓ RG Logistics shipping rates **include** the drayage cost

ADDITIONAL SERVICES

➤ Inside pickup/delivery:	\$55.00 minimum or \$0.10 per lbs., whichever is greater
➤ Additional Man:	\$85.00 per occurrence/per man per hour
➤ Weekend Service:	\$175.00 per occurrence
➤ Waiting Time:	\$95.00 per hour
➤ Special pickup/delivery:	\$125.00 per occurrence
➤ Cargo Insurance:	\$35.00 minimum or \$0.85 per \$100 of value, whichever is greater
➤ Priority handling outbound:	\$150.00 per shipment
➤ Palletize Shipment:	\$50.00 per pallet
➤ Lift Gate Service	\$100.00 per occurrence
➤ Residential Service	\$100.00 per occurrence
➤ Items not listed are by quote only	

Important Note: A standard pick up and/or delivery is considered to be between 8 am and 5 pm, Monday-Friday, at a business with a dock, with a minimum 4-hour window. Shipments falling outside this standard may have delays or be subject to additional charges. All shipments are subject to the RG Logistics terms and conditions for shipment. An AM pick up or delivery (8-12) may require a special charge.

Empty Carton/Crate Storage

Exhibitors should use their room's bathroom for storage first. If you have additional boxes or crates that need to be removed, RG Logistics will collect them from the hall at the end of set-up day, Nov 9th, 2023.

FEES Off-site storage is the only available storage option, if your boxes won't fit into your bathroom, you will be required to pay the off-site storage fee. Off-site storage is \$200 per room and covers all boxes/crates from that room.

Limits of Liability

RG Logistics' liability for loss/damage to goods shall not exceed \$0.50/lbs. or \$50.00, whichever is greater. Exhibitors using drayage only service have the same standard coverage that applies from the time freight is received into the advanced warehouse through delivery to your room, and again from your room to the advanced warehouse. Full value cargo insurance can be purchased for a premium, as outlined in the "Shipping Tariff". Additional terms and conditions are applicable and details can be found at <http://www.rglships.com/>

Important Note: Loss/damage liability covers damage to internal contents (merchandise) and not the actual packaging itself. RGL liability is carrier contingent insurance, ask RGL for additional details.

Oversized Items

All reasonable efforts will be made to get your freight into the assigned room. If your freight is oversized, it will be placed in a location/room where it can be secured. A piece may be determined to be oversized if it is too tall, wide or heavy for standard placement. This determination is made at the sole discretion of RG Logistics to protect the moving staff as well as the merchandise. If a piece of freight is determined to be oversized, exhibitors should talk to an RG Logistics staff member at the shipping desk. RG Logistics reserves the right to refuse to move an oversized piece of freight into the hotel if there is a risk of harm to the staff or merchandise from such movement.

Claims

If you have a claim, please notify RG Logistics immediately by sending an e-mail to: tradeshows@rglships.com. An RG Logistics representative will respond with a claim form for you to fill out. The claim form must be filled out in its entirety and submitted back to RG Logistics within 30 days of the freight delivery date. In order for a claim to be processed, the shipment charges must be paid in full. Non-payment and/or not abiding by the claim deadlines can result in a denied claim.

Payment

If you have not already done so, please complete the credit card authorization form. RG Logistics will accept checks for payment of services rendered as long as the backup credit card payment form is completely filled out and returned prior to shipping. Unless stated otherwise, the freight/drayage charges are the responsibility of the exhibitor to which the goods are consigned. A 3% transaction fee will apply to all payments. Declined or unpaid invoices will result in a \$100 collection fee.

OUTBOUND SHIPPING

All shipments will be palletized at the hotel for transport back to the Advanced Warehouse. Upon receipt at the warehouse, items will be re-weighed and stretch wrapped. Outbound shipping will begin on Tuesday, Nov 14th, 2023 and domestic deliveries will be completed no later than Nov 24th, 2023. International transit times will be quoted per shipment.

- Priority handling from the warehouse is available upon request, at an additional fee of \$150.00.
- Shipments can be tracked at www.rglships.com, by e-mailing tradeshows@rglships.com or by calling (303) 416-0227. Please reference the bill of lading number provided to you at the show for all tracking requests.
- Freight shipments made via carriers other than RG Logistics, please provide your carrier's bill of lading to RG Logistics and advise your carrier to schedule a pick-up appointment by calling (303) 416-0227. Advise your carrier to reference the bill of lading number on your paperwork at pickup. Carriers without a bill of lading number and an appointment will be turned away.
- FedEx/UPS shipments – Small parcel shipping is by call-tag only. RG Logistics will not create shipping labels that bill to third-party accounts. Small Parcel carrier must be dispatched by the exhibitor.
- Customs/Duty charges – If RG Logistics receives a bill for customs/duty charges as a result of your inbound or outbound shipment, you will be immediately charged the bill amount plus a service fee equal to 20% of the billed amount to the card on file.
- International/export shipments require commercial documents attached to the bill of lading. RG Logistics will tender the documents to the appointed carrier.

Any shipments remaining in the Advanced Warehouse after Nov 17th, 2023 will be charged storage at a rate of \$15 per pallet per week. Calculation for pallet size is based on the products' footprint. For example, a standard pallet is 40x48x54 = 16 sqft. Certain terms and conditions may apply, see www.rglships.com for details.