

**SHIPPING INFORMATION**

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED.** All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late shipments are subject to additional handling and delivery charges. All shipments should be addressed to CAPITAL CONVENTION CONTRACTORS. **Freight delivered to show site prior to the first day of move-in will be refused.**

**SHIPPING ADDRESSES**

<p><b>ADVANCE WAREHOUSE</b>  <b>(Deadline date: January 5, 2008)</b></p> <p>TO: (NAME OF EXHIBITOR)          UPS Freight          c/o Capital Convention Contractors          130 N. Plain Industrial Road          Wallingford, CT 06492</p> <p><b>FOR: Residential Construction Show</b></p> <p><b>BOOTH NUMBER: _____</b></p>	<p><b>CONVENTION CENTER</b>  <b>(First day of freight acceptance: Jan. 9, 2008)</b></p> <p>TO: (NAME OF EXHIBITOR)          Capital Convention Contractors          c/o Connecticut Expo Center          265 Reverend Moody Overpass          Hartford, CT 06120</p> <p><b>FOR: Residential Construction Show</b></p> <p><b>BOOTH NUMBER: _____</b></p>
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**PLEASE READ: Liability and Insurance Bulletin – Capital Convention Contractors** shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Capital Convention Contractors** shall be not responsible for loss, theft, or disappearance of exhibitor's materials after it has been delivered to exhibitor's booth.

**INBOUND SHIPMENTS:**

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative, **and during such time the materials will be left unattended. CAPITAL CONVENTION CONTRACTORS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE.** Capital Convention Contractors recommends the securing of security from the facility or Show Management.

**OUTBOUND SHIPMENTS:**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier **and during such time the material may be left unattended.** Capital Convention Contractors **WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISSAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Capital Convention Contractors highly recommends the securing of security services from the facility or Show Management. All Material Handling Agreements submitted to Capital Convention Contractors by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items an any agreement form submitted to Capital and the actual count of such items in the booth at the time of pickup. Bills of Lading covering outgoing shipments that are furnished to Capital Convention Contractors by exhibitors will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Capital Convention Contractors shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for causes beyond its control. Capital Convention Contractors liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, Capital Convention Contractors' sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to Dollar amount limit equal to amount paid by EXHIBITOR to Capital Convention Contractors for material handling services during the show or exposition under this contract.

Capital Convention Contractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital Convention Contractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.