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# National College Fairs

Sunday, March 10, 2024

**JACOB K. JAVITS**  
**CONVENTION CENTER OF NEW YORK**  
429 11th Avenue  
New York, NY 10001



100-B Cabot Street, West Babylon, NY 11704  
631.608.3210 | longislandexpo@gmail.com

Payment Authorization Form  
**MUST** accompany your order

## Advance Shipping Information

### NACAC Fall National College Fair 2024 Exhibitors

Long Island Exposition, Inc. is the designed provider for material handling.

SET-UP: Saturday, March 9, 2024 – 3 pm - 5 pm  
Sunday, March 10, 2024 – 10 am - 11:30 am  
EVENT: Sunday, March 10, 2024 – 12 pm - 4 pm  
MOVE-OUT: Sunday, March 10, 2024 – 4 pm

To ship your exhibition materials to the Long Island Exposition, consign your shipment(s) as follows:

**NACAC Spring National College Fair  
2024 [Exhibiting Company Name]  
[Booth Number]  
c/o Long Island Exposition  
100-B Cabot Street  
West Babylon, NY 11704**

***Materials should arrive between Wed., February 7<sup>th</sup> – Wed., February 28<sup>th</sup>, 2024***

Delivery after February 28<sup>th</sup> will incur a 25% late fee. Contact LI Expo for late shipments at [longislandexpo@gmail.com](mailto:longislandexpo@gmail.com) or call 631-608-3210.

Should you have any questions, please do not hesitate to contact our Exhibitor Services as follows:

Phone: 631-608-3210  
E-Mail: [longislandexpo@gmail.com](mailto:longislandexpo@gmail.com)  
Web Site: [www.liexposition.com](http://www.liexposition.com)



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## Shipping and Material Handling Information

Please take a few minutes and review the following information pertaining to shipping and material handling.

### Shipping Charges

Please prepay all shipping charges. Long Island Exposition, Inc. will not accept or be responsible for collect shipments.

### Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Long Island Exposition, Inc's. material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Long Island Exposition, Inc. Long Island Exposition, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

### Consignment

All shipments must be consigned c/o Long Island Exposition, Inc. to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

### Inbound Bill of Lading/Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Long Island Exposition as well as your on-site representative. Material handling charges are based on weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will binding to both parties.

### Service within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

### Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Long Island Exposition Service Desk and are to be used for empty storage only. Long Island Exposition, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.



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**Outbound Shipments**

At the close of the show, it is the exhibitors’ responsibility to:

- Obtain a Material Handling Agreement (MHA) from Long Island Exposition, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Long Island Exposition, Inc.

A Material Handling Agreement (MHA) must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Long Island Exposition must have an MHA for both locations. If freight is found on the show floor and Long Island Exposition, Inc. does not have a completed Material Handling Agreement, Long Island Expositions Services Inc. will declare it FORCED FREIGHT and it will be returned C.O.D. to the address present on the outside of the packages. Long Island Exposition, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$55.00 per 100 pounds/CWT.

**LIMITS OF LIABILITY**

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors’ booth for reloading after the show. Bills of lading covering outbound shipments will be check at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for loss, damage or delay due to fire, Acts of God, strikes, lockout or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Long Island Exposition’s sole and exclusive maximum liability for loss or damage to exhibitor’s materials and exhibitor’s sole and exclusive remedy is limited to \$.50 (USD) per pound/ article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Long Island Exposition, Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.





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## MATERIAL HANDLING INFORMATION

As the official service contractor, Long Island Exposition, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

**Advance Shipping to Long Island Exposition Warehouse (100 lb. minimum per shipment)**

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: Unloading and storing freight; reloading and delivering freight to your booth; removing, storing, and returning empty shipping containers; reloading freight onto outbound carrier.

Make the bill of lading and consign as follows:

NACAC Spring Nat. College Fair  
2024 [Exhibiting Company Name]  
[Booth Number]  
c/o Long Island Exposition, Inc.  
100-B Cabot Street  
West Babylon, NY 11704

**Advanced shipments may arrive beginning on:**  
Wednesday, February 7<sup>th</sup>, 2024  
**Advanced shipment deadline**  
**(to avoid surcharges)**  
Wednesday, February 28<sup>th</sup>, 2024  
  
Warehouse receiving hours are 9am – 4pm

This service includes: unloading freight and delivering materials to your booth; removing, storing, and returning empty containers; reloading freight onto outbound carrier.



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## MATERIAL HANDLING ORDER FORM

Email completed form to [longislandexpo@gmail.com](mailto:longislandexpo@gmail.com)

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**CRATED/SKIDDED** Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRATED** Material that is shipped loose or pad wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

**SPECIAL HANDLING** Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments.

**Federal Express, DHL and UPS shipments are included in this category.**

**ADVANCE SHIPMENTS TO LONG ISLAND EXPOSITION WAREHOUSE**

\*\* Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

CRATED/SKIDDED	
Per 100 lbs	Minimum
\$110.00	100 lbs.

**RETURN SHIPMENTS TO LONG ISLAND EXPOSITION WAREHOUSE**

\*\* Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

\*\* Trucks signing in at after 2:00 pm will be charged OT rate.

CRATED/SKIDDED	
Per 100 lbs	Minimum
\$85.00	100 lbs.

**SMALL PACKAGE-** (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS and DHL shipments can be considered as small packages.

	Warehouse
First Carton	\$55.00
Each Additional Carton	\$40.00

\* If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

**CALCULATE ESTIMATED MATERIAL HANDLING CHARGES**

Our shipment will be delivered to:



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## DECORATING ORDER FORM

Rental charges listed below include delivery to your booth, use during the exposition and removal. All orders must be prepaid. Orders must be received at least two weeks prior to the opening of the event to assure choice of items and color selection. Labor and services ordered on behalf of the exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor. **Email completed form to [longislandexpo@gmail.com](mailto:longislandexpo@gmail.com).**

\*DEADLINE FOR EARLY ORDER PRICING IS ONE WEEK PRIOR TO SHOW

	QTY	PRICE BY 2/17	AFTER 2/17	TOTAL
Folding Chair(s)		10.00	15.00	
Counter Stool(s)		35.00	50.00	
<b>TABLES – REGULAR HEIGHT (30") (Does Not Include Skirt)</b>				
4' W x 2-1/2' D x 30" H wood table		50.00	65.00	
6' W x 2-1/2' D x 30" H wood table		60.00	75.00	
8' W x 2-1/2' D x 30" H wood table		70.00	85.00	
<b>TABLES – COUNTER HEIGHT (40") (Does Not Include Skirt)</b>				
4' W x 2-1/2' D x 40" H wood table		60.00	75.00	
6' W x 2-1/2' D x 40" H wood table		70.00	85.00	
8' W x 2-1/2' D x 40" H wood table		80.00	95.00	
<b>SKIRTED REGULAR HEIGHT TABLES (Price INCLUDES table &amp; top, Front, and 2 Sides) Preferred Color: · Red · Blue · Black · White · Maroon</b>				
4' x 2-1/2' wood table (30" high)		75.00	90.00	
6' x 2-1/2' wood table (30" high)		85.00	100.00	
8' x 2-1/2' wood table (30" high)		95.00	120.00	
<b>SKIRTED COUNTER HEIGHT TABLES (Price INCLUDES table &amp; top, Front, and 2 Sides) Preferred Color: · Red · Blue · Black · White · Maroon</b>				
4' x 2-1/2' wood table (40" high)		85.00	100.00	
6' x 2-1/2' wood table (40" high)		95.00	115.00	
8' x 2-1/2' wood table (40" high)		105.00	130.00	
<b>BOOTH CARPET - Black - Blue - Grey</b> Includes taping Front edge		175.00 sq. ft.	225.00 sq. ft.	
Easels		30.00	45.00	
Chrome Frame – Size 22" x 28"		75.00	100.00	
Custom Signs – Size 22" x 28"		75.00	100.00	
Cash      Name: _____			<b>SUB-TOTAL</b>	
Check      Credit Card Number: _____			x 8.625 % Sales Tax	
Code : _____ Exp. Date: _____			<b>TOTAL</b>	

Company \_\_\_\_\_ Booth No(s) \_\_\_\_\_  
 Telephone No \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_







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### BOOTH SET-UP FORM

Email completed form to [longislandexpo@gmail.com](mailto:longislandexpo@gmail.com)

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Please complete and return form if your display and/or dismantle is to be supervised by Long Island Exposition services.*

#### INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Freight Shipped To:  Warehouse  Showsite

Comments: \_\_\_\_\_

Set-up Plan/Photo:  Attached  With Exhibit  In Crate # \_\_\_\_\_

Electrical Drawing:  Attached  With Exhibit  Under Carpet

Carpet:  With Exhibit  Rental  Padding

Equipment/tools/hardware required: \_\_\_\_\_

Comments: \_\_\_\_\_

*Remember to order in advance: Furnishings & Carpeting/ Cleaning / Electrical & Telephone*

#### OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

##### Method of Shipment – (List Name and Phone Number)

Common Carrier \_\_\_\_\_

Van Line \_\_\_\_\_

Air Freight \_\_\_\_\_

Next Day  2<sup>nd</sup> Day  Deferred (3-5 Days)

Freight Charges:  Collect  Paid

Bill To: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

**RUSH!**

**EXHIBITION FREIGHT**

**ADVANCE SHIPMENT**

To:

EXHIBITING COMPANY

NACAC Spring National College Fair 2024

BOOTH NUMBER

c/o Long Island Exposition  
100-B Cabot Street  
West Babylon, NY 11704

Shipment should arrive on or before Wed., February 28, 2024

CARRIER

NUMBER of PIECES



**RUSH!**

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