

SHIPPING / RECEIVING INFORMATION

SHIPPING TO CONFERENCE CENTER RECEIVING

Keystone-Vail Resorts will receive crated, boxed or skidded materials at the Conference Center Receiving Department up to 7 days prior to group arrival. Shipments must be sent with freight charges. **PREPAID. COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

Label each piece and address all shipping documents/bills of lading as following for shipments to Conference Center Receiving Department.

ECMO / CMOCNMC
Guest Name
Keystone Resort
0633 Tennis Club Road
Keystone, CO 80435
Attention: Please Deliver to Exhibit Room
Materials for ECMO Meeting

The Conference Center will receive shipments Monday through Friday 8:00am –4pm.
To check arrival of a package, please call (970) 496-4142

INDIVIDUAL SHIPPING / RECEIVING

If an individual would like to have a package or letter delivered to their room or condominium, please address the package as follows:

Guest Name
"Guest"
Arrival / Departure Dates
Keystone Conference Center Receiving
0633 Tennis Club Road
Keystone, CO 80435
Attention: Please Deliver to Lodging Room

Shipping and receiving arrangements are coordinated through our Keystone-Vail Resorts Conference Center Receiving Department. **Charges for handling packages are \$5.00 per package for packages under 70 pounds. Packages, crates, cartons, etc. over 70 pounds will be charged at the rate of \$.25 per pound. The handling charge is applied to all packages received or shipped.**

EXHIBITOR SHIPPING- BOOTH SHOW

All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

EXHIBITOR SHIPPING- TABLE TOP SHOW

Keystone-Vail Resorts will receive crated, boxed or skidded materials at the Conference Center Receiving Department up to 7 days prior to group arrival. Shipments must be sent with freight charges. **PREPAID COLLECT SHIPMENTS CANNOT BE ACCEPTED INTERNATIONAL**

Please label each piece and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Table No: _____

Hold For: Name of Conference

C/O Keystone Conference Center

0633 Tennis Townhouse Rd

Keystone, CO 80435

Charges for handling packages are \$5.00 per package for packages under 70 pounds. Packages, crates, cartons, etc. over 70 pounds will be charged at the rate of \$.25 per pound. The handling charge is applied to all packages received or shipped.

INTERNATIONAL SHIPMENTS

ents originating from countries other than the U.S. must be cleared through customs. Please call the Official Customs Broker for additional information. It is the exhibitor's responsibility to assure clearance through customs.

RECEIVING AND HANDLING INBOUND SHIPMENTS

- **Bill of Lading:** All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be faxed with the enclosed "SHIPMENT NOTIFICATION" form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.
- **Certified Weight Receipts:** Driver will be required to submit certified weight receipts when recording shipments for unloading. Keystone reserves the right of refusal to unload such shipments until a **CERTIFIED WEIGHT RECEIPT** is presented. In the event no weight is indicated on delivery documents presented, Keystone shall estimate the weight. If actual scale weight figure is not submitted prior to the move-out period, the estimated weight will be final and binding. All shipments received at the warehouse and show site are subject to re-weigh.

EMPTY CONTAINER HANDLING AND STORAGE DURING SHOW

Empty containers will be removed from booth, placed in storage and returned to booth at close of show. Empty container labels will be available at the Conference Services Office. Affixing the labels is the sole responsibility of the exhibitor or its representative. Keystone-Vail Resorts assumes no responsibility for removal of containers with old, empty labels or valuables stored in containers removed for storage. Service for empty containers not handled inbound by Keystone-Vail Resorts will have a service fee.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded onto designated vehicles. To assist you with arrangements for outbound shipments, Keystone-Vail Resorts has a Conference Services Office where labels, bills of lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed bills of lading should be turned in to the service desk. Materials sold locally and awaiting customer pickup should be dealt with in the same manner as all other outbound shipments.

In order to expedite removal of materials, Keystone-Vail Resorts reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions from exhibiting company and they will be charged accordingly.

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

MATERIAL HANDLING SERVICE & CHARGES

Rates are based on incoming weight only, whether the services are used completely or in part. The weight is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

Keystone-Vail Resorts shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

Keystone-Vail Resorts shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

Keystone-Vail Resorts 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 outgoing shipments, which are furnished by Keystone-Vail Resorts to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.

Keystone-Vail Resorts shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.

Keystone-Vail Resorts' liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Keystone-Vail Resorts maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

Keystone-Vail Resorts shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Claims for loss or damage must be submitted to Keystone-Vail Resorts prior to the close of the show. No suit or action shall be brought against Keystone-Vail Resorts more than one year after the accrual of the cause of action.

INSURANCE – It is understood that Keystone-Vail Resorts is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to Keystone-Vail Resorts by an exhibitor, or by any shipper to or 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.

Empty container labels will be available at the Keystone-Vail Resorts Concierge desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Keystone-Vail Resorts assumes no responsibility for:

- Error to above procedures.

- Removal of containers with old empty labels and without Keystone-Vail Resorts labels.

- Improper information on empty labels.

- Materials stored in containers with empty labels.

SHIPMENT NOTIFICATION

This page **must** be faxed to (970) 496-4309

Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPMENTS TO KEYSTONE RECEIVING

Shipper Name: _____ From _____
City/State: _____
How will you ship: Common Carrier _____ Van Line _____ Company Truck _____ Air
Freight _____
Shipping Date: _____ No. of Pieces: _____
Weight: _____
Dimensions of Largest Piece: Height _____ Width _____ Length _____
Weight _____
Carrier (If known): _____ Pro Number (If known): _____

Comments / Special Handling Requirements:

Attach separate sheet for multiple shipments if necessary.

Name of Show _____

Company Name: _____ Booth #: _____

Address: _____
(Street) (P.O. Box) (City) (State) (Zip)

Ordered By: _____ Print Name: _____ Date: _____

Phone #: (____) _____ Ext. _____

Fax #: (____) _____

METHOD OF PAYMENT

Vis _____ Card #: _____
American Express _____
Master Card _____ Expiration Date _____
Discover _____

Name on Card: _____

(Receipts will be issued when exhibitor receives his shipment.)