



**FB INTERNATIONAL, INC**

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**Oregon**

**Convention Center**  
777 NE Martin Luther King Jr Blvd  
Portland, OR 97232  
April 17-18, 2024

**MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES**

**SPECIAL HANDLING**

**Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without re-handling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or un-tarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the re-handling of materials.

**PACKAGING/CRATES AND STORAGE.**

FB International, shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. FB International shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. FB International does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FB INTERNATIONAL ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

**OVERTIME**

**Surcharge: 25%**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond FB INTERNATIONAL's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the FB INTERNATIONAL Service Desk AND the driver has checked in.

**LATE SHIPMENTS**

**Surcharge: 25%**

A surcharge will apply to shipments not arriving within the published dates (refer to FB INTERNATIONAL material handling forms) for advance warehouse or arriving on show site.

**MARSHALLING YARD**

**Surcharge: Maximum \$20.00**

Where FB INTERNATIONAL Convention Contractors, Inc. as the show contractor must lease space for marshalling yard operations because no space is provided by the facility, FB INTERNATIONAL may charge a fee per shipment processed through the marshalling yard.

**REWEIGH OF SHIPMENTS**

**Surcharge: \$25.00 per forklift load**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**ENVELOPE DELIVERIES**

**Surcharge: \$10.50 per envelope**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

**If you have any questions about material handling, please contact FB INTERNATIONAL Customer Service Team**