



SHIPPING INSTRUCTIONS FOR NORTH AMERICAN EXHIBITORS

THE HOME ENTERTAINMENT SHOW 2008

7-10 JANUARY

**ST. TROPEZ HOTEL and ALEXIS PARK HOTEL
LAS VEGAS, NEVADA**

INBOUND CARGO DELIVERY ADDRESS AND LABELING INFORMATION

Exhibitors should send all the freight to the following address, prepaid. Please make sure your "exhibit suite/room" number or banquet room assignment is clearly displayed on all shipping containers:

TWI C/O SYNERGY
C/O T.H.E. SHOW 2008
EXHIBITOR NAME
HOTEL NAME ***THIS IS MANDATORY**
BOOTH NUMBER
4300 FLOSSMOOR STREET
SUITE 400
LAS VEGAS, NV 89115

****THE ST. TROPEZ AND ALEXIS PARK HOTEL WILL NOT ACCEPT DIRECT SHIPMENTS FOR THIS EVENT****

RECEIVING DATES

December 10 – January 3

Warehouse receiving hours are Monday through Friday, from 8:00 am to 4:00 pm. Please note that shipments will **NOT** be accepted on Tuesday, December 25.

DELIVERY TO EXHIBIT ROOMS

January 3-4

TWI will begin delivering shipments to the St. Tropez on Friday, January 4. ****Any shipment arriving to the warehouse on January 3 will not be delivered the same day; it will be delivered on January 4****

Please note that delivery will only be made once payment has been received in full via credit card. See Payment Terms below.

STORAGE OF EMPTY CONTAINERS

Once the shipment has been delivered to your exhibit room and you have unpacked all of your shipping containers, please place the containers you wish to have stored in the hallway outside your exhibit room for pick up. All containers must be tagged with an "empty" label that clearly states your "exhibit room/suite" number. These labels will be provided to you on-site.

Any containers you wish to have placed in storage must be outside your room no later than 6:00 pm on Sunday, January 6. Any containers needing to be placed into storage after that time will be subject to extra handling fees.

At the close of the exhibition all empty containers will be delivered to your room for repacking and return transit. We will begin this at 4:00 pm on Thursday, January 10. We request that a company representative be available to receive the empty containers at this time.

All shipments must be packed, labeled, and ready to pick up from the room/suite no later than January 11 at 12:00 pm.

OUTBOUND CARGO PICK UP ADDRESS

Exhibitors have the right to choose any carrier they wish for the shipping of their goods. At the close of the event, all material will be removed to our warehouse, **where it will be available to your carrier on Monday, January 15.** Any carrier attempting to pick up shipments before this time will be refused at the exhibitor's expense. The pick-up location is:

TWI C/O SYNERGY
C/O T.H.E. SHOW 2008
4300 FLOSSMOOR STREET
SUITE 400
LAS VEGAS, NV 89115

TWI will store materials at this location until **January 21.** At that time all remaining freight will be shipped by TWI and billed to the credit card on file.

INSURANCE

It is the exhibitor's responsibility to insure their freight door-to-door. Insurance can easily be obtained for your existing insurance policy by the addition of a "rider." TWI will not be responsible for lost or damaged freight.

ADDITIONAL SERVICES

In addition to handling the pre-show warehouse and on-site delivery, TWI is also able to provide shipping both to and from the event. TWI has competitive rates in place to provide a wide myriad of services. Different service levels available are:

- Overnight Airfreight
- 3 Day Airfreight
- 5 Day Deferred Airfreight
- LTL and FTL Trucking

CONTACT INFORMATION

Should you need any information regarding the procedures for this show, please contact us directly at:

TWI Group,
2725 E. Desert Inn Rd.
Suite 200
Las Vegas, NV 89121
Elias Guerra, Project Manager
Tel: 702/691-9034
E-mail: eguerra@twiglobal.com

FEE SCHEDULE

TWI will charge a base fee of \$50.00 for the first 100 lbs. An additional \$35.00 will be charged for each additional 100 lbs, or any part thereof. A fee chart has been provided for your convenience:

| Weight | Fee |
|---------------|------------|
| 0 – 100 lbs | \$50.00 |
| 101 – 200 lbs | \$85.00 |
| 201 – 300 lbs | \$120.00 |
| 301 – 400 lbs | \$155.00 |
| 401 – 500 lbs | \$190.00 |

PAYMENT TERMS

Payment is due in full prior to the delivery of your shipment to your exhibit room. Please complete the attached credit card authorization form and fax/e-mail it to 702/691-9045 to the attention of Kerrie Calderon or e-mail to eguerra@twiglobal.com. **Your shipment will not be delivered to your room without the credit card on file with TWI.**

QUICK FACTS

| | |
|---------------------------------------|---|
| Delivery to Rooms | January 3-4 |
| Empties Pick-up | January 5-6 (no later than 6:00 pm on January 6) |
| Empties Return | January 10 starting at 4:00 pm |
| Pick up from Rooms | January 11 – 12 |
| Carrier Pick-up from Warehouse | January 14 – 18 |

Credit Card Authorization Form

For TWI use only

Name of show **THE HOME ENTERTAINMENT SHOW 08** Venue **ST. TOPEZ AND ALEXIS PARK , LAS VEGAS, NV**

Show Code: 801011

Client# _____

Directions for use:

- 1. TWI representative to complete all blank areas in top portion of form**
- 2. Fax or e-mail this form with a Cost Estimate to customer.**
- 3. When customer returns, please forward notice that “credit card authorization” is on file, to billing department.**
- 4. Billing will need to send CC approval to accounting, along with pink copy of invoice.**
- 5. Accounting forwards to collections department with notice that CC is attached.**

For Customer use

I hear by authorize TWI Group, Inc. to use the following credit card information to debit against my credit card for payment of services provided.

Credit Card type: please circle one American Express Visa Master Card

Credit Card # _____

For American Express only: 4-digit code printed above embossed account number _____

Card Expiration date _____.

I authorize this amount to be charged: \$ _____ USD.

Signature of cardholder _____

Printed name of cardholder as it appears on card _____

Print name of company as it appears on card _____

Company name _____

Complete billing address of credit card: _____

TWI Credit Department
Fax number (702) 691-9095