



FREIGHT SERVICES CONTACT

Email Tradeshows@afcls.com Office 877-837-3178 Direct 770-514-1456



QUICK START GUIDE

[Link to required docs here](#)

Email Completed docs to AFC at tradeshows@afcls.com

- 1 ADDITIONAL INSURANCE** can be purchased at a rate of \$0.95 per \$100.00 of requested value; a minimum of \$75.00 will apply.
- 2 RESERVE LABOR** or **MOVING EQUIPMENT** to help with unpacking/packing. Rates remain the same as last year at \$45.00 per man per hour; one (1) hour minimum applies.
- 3 STORE YOUR EMPTIES** with us in our secure onsite storage area hassle free, we pick up and we deliver to your exhibit space. Pick up labels at our desk. Cost is \$175 for up to 2 skid spaces



LABEL EXAMPLE for EACH PIECE

AFC LS
933 ELLIS ROAD SUITE 150
DURHAM, NC 27703
Audio Advice Live 2024

For: (Exhibitor Name and Room/Booth #)

*** BLACK OUT OR REMOVE ANY OLD LABELS***

Shipping Multiple Boxes?

If shipping multiple pieces on a skid, each individual piece must be labeled with Exhibitor Company Name AND Exhibit Space Number/Room Name.

Exhibiting in Multiple Rooms?

Freight for each room destination needs to be on it's own pallet. No mixed pallets.

INBOUND TIMELINE

Monday July 15 - Advanced Warehouse opens for receiving & AFC transportation begins. *All Shipments delivered to warehouse, (regardless of carrier), must have a completed AFC BOL & Credit Card Authorization form on file before freight can be delivered to your exhibit room.

Monday July 22 - Last day to ship domestic using AFC to receive tariff pricing

Friday July 26 - Last day AFC Advanced Warehouse is receiving shipments without a late fee (\$150 min)

MOVE IN DAY TIMELINE THURSDAY AUGUST 1st

8:00 AM to 5:00 PM - AFC Onsite Transportation Desk Open

8:00 AM - Freight available in your exhibit location delivered by AFC

10:00 AM - AFC begins initial storage sweep for pre-arranged empty containers

3:00 PM - Deadline to notify AFC if you need empty storage

4:00 PM - Final sweep for pre-arranged empty crates/boxes

OUTBOUND TIMELINE

Sunday August 4

11:00 AM to 9:00 PM -

AFC Onsite Transportation Desk Open

12:00 PM to 8:00 PM - Every Exhibitor must pickup outbound paperwork and labels after they are packed up and piece count is confirmed at AFC desk. Paperwork and labels will not be given prior to knowing final piece count.

4:00 PM End of Show - Return of stored empties begins

6:00PM to 10:00 PM - AFC collects all outbound freight beginning at 6pm and concludes final sweep at 10pm

8:00 PM - Outbound paperwork must be completed and turned in to AFC desk by 8:00 PM.

OUTBOUND WAREHOUSE TIMELINE

Monday August 5 - 7 AFC shipped freight is routed out

Thursday August 8 - First day for 3rd party carriers to recover from the warehouse

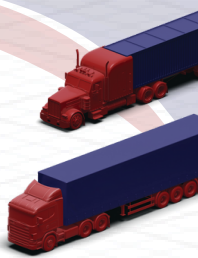
Wednesday August 14 - Last day for freight to be picked up at the warehouse without additional fees.

Monday August 19 - All domestic AFC transported deliveries complete



SHIPPING INFORMATION **AUDIO ADVICE LIVE 2024**

Save Time, Save Money and get Priority Shipping when you choose AFC as your carrier



IMPORTANT

All exhibit material must be shipped to AFC advanced warehouse for AFC to deliver to show. Attempts to deliver freight directly to the show site are *not permitted* and will be refused.

For International Shipping Quote email tradeshows@afcls.com

AFC DOMESTIC SHIPPING TARIFF & FEES

Ship with AFC and your Drayage Fees are waived!

Ship From Contiguous U.S by July 22nd

Minimum \$325.00

\$1.65 per pound up to 1999 pounds

\$1.55 per pound above 2000 pounds

**Dim weight will be used if higher than actual weight
(Length x Width X Height/200)

Fuel Surcharge Applies at a rate of 44%

LOCAL PICKUP & DELIVERY FEES

Local pick or delivery \$0.70 per pound (\$75.00 min)

Email or call AFC for a quote if over 2000lbs

ACCESSORIAL FEES

LIFTGATE pick up or delivery \$75.00 per occurrence

RESIDENTIAL pick up or delivery \$75.00 per occurrence

INSIDE pick up or delivery \$0.15 per pound or \$75.00 minimum, per occurrence

BEYOND AREA pick up or delivery \$0.55 per pound or \$75.00 minimum ("beyond" is defined as a pickup or delivery that is 30 miles or more from a major metropolitan area)

SPECIAL Pick up or delivery \$125.00 per occurrence that is between 1700-0800, weekend, holiday or any pick up or delivery with less than a 4 hour window.

ADDITIONAL INSURANCE can be purchased at a rate of \$0.95 per \$100.00 of requested value; a minimum of \$75.00 will apply.

COLLECTION FEE \$100.00 per occurrence will apply to any payment that is declined or is not collected at the show

DRAYAGE FEES

Drayage delivery service to the Sheraton for Audio Advice Live is charged on all 3rd party shipments.

Anyone shipping with AFC will have drayage included.

Minimum \$350.00 (one way)

Up to 999 pounds \$0.65 per pound (one way)

1000 to 1999 pounds \$0.60 per pound (one way)

2000 pounds or more \$0.55 per pound (one way)

**Dim weight will be used if higher than actual weight
(Length x Width X Height/200)

Example: shipment weighs **300lbs.** **300 x .65 = \$195**

Your charge would be \$350.00

Example: shipment weighs **1005lbs.** **1005 x .60 = \$603.00**

Your charge would be \$603.00

How Drayage Fees Are Assessed

Drayage fees are assessed each way - inbound and outbound.

EXAMPLE: if you have 1 pallet that weighs 1005lbs and your drayage fee from the warehouse to the show is \$603 (as in example above). That same pallet returning back to the warehouse may now only weigh 675lbs which means your drayage fee for outbound is \$438.75.

3RD PARTY CARRIER INBOUND FREIGHT

Reminder! **When shipping with AFC, drayage is included! **

AFC must be notified of all incoming freight for Audio Advice Live. An **AFC BQL** must be emailed to tradeshows@afcls.com in order for us to provide drayage delivery service to the Sheraton.

Be sure to include carrier name and tracking information.

Warehouse is open to receive July 15 - 26th from 10am - 3pm EST.
Freight arriving after July 26th is subject to late fees.

TRACK SHIPMENTS



Visit www.afcls.com and choose 'Track your Shipment'





Q What is considered oversized freight?

A Any crate, case or box that individually is larger than 32"W and/or 48"L will be held at the dock to be opened by exhibitor and AFC will deliver to room. Exhibitor will be notified about oversized freight. The freight will need to be broken down on the ground level and will result in additional labor charges. Exhibitors must be present while AFC LS breaks down the freight.

Q How does AFC know to store my empty boxes, crates and cases?

A Items you want stored will need a green AFC storage sticker which you can get from the AFC desk. Each piece to be stored must have a green sticker and must be placed outside your door for AFC to collect by Thursday at 4pm.

Q How will AFC know what to store for me?

A All empties that you would like stored must have green storage labels that you have filled out with your name and location. You can get these at the AFC desk. Sweeps for empties begins at 10:00 AM on Thursday. Final sweep for pre-arranged empties is at 4:00 PM on Thursday. There are NO pickup services on Friday for empties.

Q When does AFC return my empties?

A Empties will be returned after the show on Sunday. Exact time will be approved by show management.

Q What is the cost for storage?

A The Storage cost is \$175 for up to 2 skid spaces.

Q Where are my empties stored?

A All empties are stored in a locked and secured area on-site at Audio Advice Live.

Q How does my freight get to a sleeping room?

A All sleeping room pallets will be broken down and individual boxes, crates, pieces will be brought to the exhibit room via dolly/cart by AFC. Any oversized items will be securely stored and exhibitor will be notified.

! VERY IMPORTANT

Q How does AFC know to pick up my freight after the show?

A Once your freight is packed and you have a confirmed piece count, come to the AFC desk to retrieve outbound labels and paperwork. You can NOT change your piece count once your paperwork and labels have been handed out. This step **MUST BE COMPLETED** in order for your freight to be transported back to the warehouse.

Q What if I have another carrier for outbound?

Pickup of non-AFC shipments from our warehouse is weekdays between August 8th – 14th, 10:00AM - 3:00PM EST.

A AFC must receive a copy of 3rd party BOL at least 24hrs prior to pick up. 3rd party BOLs can be emailed to tradeshows@afcls.com Carriers must reference your outbound AFC BOL # at time of pickup.

Any shipments remaining in the Warehouse after August 14th will be subject to additional \$100 minimum/\$25 per day warehousing fees.

QUICK LINKS TO PAPERWORK

AFC BOL

Must be completed by every exhibitor shipping to our Advanced Warehouse - regardless of carrier

AFC Credit Card Authorization Form

Failure to complete may cause delay in freight delivery to Audio Advice Live.

