



FREIGHT Services Contact - Email Tradeshows@afcls.com

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Audio Advice Live 2026



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
 1613 HAMLIN ROAD
 DURHAM, NC 27704
 AUDIO ADVICE LIVE 2026
 For: (Exhibitor Name and Room/Booth #)

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

Shipping Multiple Boxes? Each individual box must be labeled with Exhibitor Company Name AND Exhibit Space Number/Room Name and boxes must be on a pallet.

Multiple Exhibit Locations? Freight for each room location must be on it's own pallet ** NO mixed pallets **

INBOUND TIMELINE

Monday July 20 - 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. Receiving hours are weekdays 10AM - 4PM

Monday July 27 - Last day to ship domestic using AFC to receive tariff pricing

Friday July 31 - Last day AFC Advanced Warehouse is receiving shipments without a late fee (\$150 min)

MOVE IN DAY TIMELINE THURSDAY AUG 6th

- 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 9

- 11:00 AM to 8:00 PM** - AFC Onsite Information Desk Open
- 4:00 PM End of Show** - Return of stored empties begins
- 4:00 - 8:00 PM** - Every Exhibitor must pickup outbound paperwork and labels **after** they are packed up and **FINAL** piece count is confirmed at AFC desk.
*Paperwork and labels will not be given prior to knowing final piece count.
- 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 & labels must be collected from the AFC desk by 8:00 PM.

OUTBOUND WAREHOUSE TIMELINE

- August 11-18** - AFC PRIORITY shipped freight is routed out
- Thursday August 13** - First day for 3rd party carriers to recover from the warehouse
- Wednesday August 19** - Last day for freight to be picked up at the warehouse without additional fees.
- Monday August 24** - All domestic AFC transported deliveries complete

FEES AND 3RD PARTY INFORMATION *AUDIO ADVICE LIVE 2026*

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

VERY IMPORTANT

All tradeshow freight 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.

* Every exhibitor must complete an AFC BOL and CCA regardless of carrier *

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 27th

Fees are assessed each way

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 Will Apply

LOCAL PICKUP & DELIVERY FEES

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

Email tradeshows@afcls.com for a quote if over 2000lbs

ACCESSORIAL FEES

LIFTGATE pick up or delivery \$85.00 per occurrence

RESIDENTIAL pick up or delivery \$125.00 per occurrence

INSIDE pick up or delivery \$0.15 per pound or \$125.00 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

Ship with AFC door to door and Drayage fees are waived!

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

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

AFC must be notified of ALL incoming freight for Audio Advice Live. An AFC BOL & CCA must be emailed to tradeshows@afcls.com for each incoming shipment 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 20 - 31st from 10am - 4pm EST.
Freight arriving after July 31st is subject to late & special delivery fees.

TRACK SHIPMENTS

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



Q How do I pack my pallet going to the show?

A Only 1 exhibit location per pallet - **no mixed location pallets**. We can not break down the pallet to deliver to multiple locations. Each individual box must be labeled with your company name, exhibit location.

Q What about my empties?

Label each piece with a green AFC storage label (*labels available at AFC Desk until 3pm Thursday*) and place outside your door / booth for AFC to collect.

AFC will start doing sweeps for pre-arranged empties at 10:00 AM on Thursday. Final sweep for pre-arranged empties is at 4:00 PM on Thursday.

A There are **NO** pickup services on Friday for empties.

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

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.

Q What is considered oversized freight?

A Any piece larger than 32"W and/or 48"L will be held at the dock.. Exhibitor will be notified about oversized freight. Exhibitor will be notified and must be present for freight breakdown. AFC will then delivery resulting in additional labor charges.

Q How do I know if freight is over sized?

A If a piece is too tall, wide, or heavy for standard placement, AFC will place a notice at your exhibit space requesting you come to the AFC desk. The freight will need to be broken down on the ground level and will result in additional labor charges.

Q Can I Ship Directly to the Sheraton Hotel & Convention Center?

A All tradeshow freight 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.

IMPORTANT!



Q What do I do on Sunday when the show is over?

A After all your freight is packed and you have your final piece count, go to the AFC desk **NO LATER THAN 8 PM (20:00)** for labels and your AFC Outbound BOL. You **CANNOT** change your piece count once your paperwork and labels have been handed out.

Q What do I need do if we're using a 3rd party carrier instead of AFC to ship back?

Same process as above once show is over - then email your carrier's BOL to tradeshows@afcls.com - include your AFC OUTBOUND # (provided Sunday evening by AFC) in the subject with requested date/time for pickup. Any FedEx / UPS labels can be placed on freight Sunday evening by exhibitor.

A At Pickup - your carrier **MUST** have your freight BOL along with our AFC outbound # when recovering, or they will be turned away.

Pickup for non-AFC freight from our warehouse is **BY APPOINTMENT ONLY** on Weekdays between August 13th - August 19th, 10:00AM - 4:00PM.

