

Display & Package Receiving & Handling

RENTAL AIDE CENTER, INC
406-248-8448
FAX 406-248-8448 (Please call first)

RENTAL AIDE CENTER is responsible for receiving, warehousing, delivering to booths, storing of empty crates, and processing of exhibitor's shipments and parcels.

ALL SHIPMENTS MUST BE PREPAID. All shipments should be made on straight bills-of-lading. Include correct weights, number of pieces, and classification of shipments.

When shipments are made, please send a COPY OF THE BILL-OF-LADING TO RENTAL AIDE CENTER, PO Box 1623, Billings, MT 59103. Be sure to show complete routing on the bill-of-lading to enable tracing of shipments.

SHIPPING LABEL: (For FedEx and UPS, ONLY)

COMPANY NAME: _____

SHOW: Governor's Emergency Preparedness Summit

C/O RENTAL AIDE CENTER, INC.
C/O Egge
4315 S Mountain View
Molt, MT 59057

**For other shipments, or for single items weighing over 150#, call for instructions.*

RATE SCHEDULE: The rate for our complete drayage services is \$15 per cwt. or fraction thereof each way, with a 200# or \$30 minimum charge. This rate includes all of the following services:

1. Receipt of shipments and up to 14 days storage in advance of set-up date.
2. Delivery of booth.
3. Removal of crates and containers from booth and storage of same during the show.
4. Return of crates and containers at the close of the exhibit to individual booths.
5. Assistance to exhibitors in tracing shipments, preparation of bills-of-lading, routing of outgoing shipments, etc.
6. Removal of shipments from booth and reloading same on outgoing carriers.

The above rates apply for shipments in the reverse movement at the conclusion of the show. Please bring FedEx and UPS shipper numbers.

OUTBOUND SHIPMENTS: At the conclusion of the show, Rental Aide Center will be available to answer questions, furnish bills-of-lading, shipping tags, and assist in preparing outgoing shipment papers. **DO NOT ABANDON YOUR EXHIBIT UNTIL RENTAL AIDE CENTER HAS YOUR**

OUTBOUND INFORMATION. Be sure that your material has been carefully crated, and each item properly tagged or marked. The bills-of-lading will be rechecked by Rental Aide Center at the actual time of loading, and corrections will be made if discrepancies exist between the bill-of-lading and the actual shipment.

Rental Aide Center shall have control of all traffic into and out of the Exhibit Hall to prevent tie-ups at the loading platform, to keep aisles clear, and to provide an orderly and efficient operation for the exposition. In order to expedite the removal of exhibit material, Rental Aide Center shall have the authority to change designated carriers without further clearance from the exhibitors.

If additional information is desired, contact Norma Egge (406) 248-8448.

INSURANCE: Rental Aide Center, Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material, not be responsible for concealed damage to material. After exhibits or exhibit materials are placed in the booth, Rental Aide Center will not be responsible for condition, count, or content, nor be responsible for disappearance of material at the conclusion of the exposition before it is picked up for reloading. Therefore, please make certain that all of your exhibit material is properly insured against fire, theft, and all hazards while in transit, to and from your booth, and for the duration of the show.

Rental Aide Center agrees to handle all shipments with normal, reasonable care and is not responsible for ordinary wear and tear nor for damage due to fire, theft, windstorm, vandalism, acts of God, or other causes beyond its control, or requiring the exercise of more than reasonable care.

SHIPMENTS MUST BE RECEIVED BY **April 16, 2008**. There will be an additional charge for items arriving after this date.

Accepting all terms and conditions herein stated:

Company Name: _____

Address: _____

Attention of: _____ Phone: _____

Number of pieces being shipped: _____ Approx. weight _____

Authorized Signature _____ Date: _____

IMPORTANT: Please sign and Return Promptly by mail, FAX or email to:

Rental Aide Center, Inc.
PO Box 1623
Billings, MT 59103

rentalaide@hotmail.com