

SHIPPING INSTRUCTIONS

All materials shipped to the Advance Warehouse must arrive by 3.00 p.m. on **Thursday, October 12, 2006**.

If you plan to ship directly to the **Duke Energy Center**, your shipment must be scheduled to arrive no earlier than Saturday, October 14th at 8.00 a.m. **Do not ship anything to the convention center prior to Saturday, October 14, 2006**. If items are shipped prior to the arrival of the representative from Geo. E. Fern Company, they will be refused by the facility and you will not receive your shipment! Use the Shipping Labels marked Show Site.

If you are shipping an item that requires the use of a forklift prior to Saturday, October 14, it must be shipped to the Advanced Warehouse. Use the Shipping Labels marked Advanced Warehouse.

See Freight Terms and Conditions for more information.

Labor

Full-time employees of the exhibiting company may move booth material from a privately owned passenger vehicle, mini van or pick-up truck at the Loading Dock entrance. Carts are NOT available for exhibitor use. You may also hand carry items through the exhibit's main entrance, but NO CARTS may be used. You will not be charged to unload/load at the docks unless you require assistance from on-site labor personnel. There is NO PARKING available at the loading docks...you will need to unload your items and then park your car elsewhere before carrying your items into the exhibit hall. Please make arrangements to have adequate personnel to remain with your items while car is being parked.

All items requiring the use of a forklift or that are accepted by the service contractor and placed in your booth will incur a drayage fee.

You may set up your exhibit display without the assistance of the official labor contractor or any labor unions IF the installation/dismantle is completed by ONE full-time employee of the exhibiting company. Proof of full-time employment may be required.

If you have questions regarding labor please see the Union Jurisdiction information in this section, or contact Dave Thompson at Geo. E. Fern at phone number 513/333-7060 or email at dthompson@geofern.com

BILLS OF LADING

Inbound

A bill of lading (or weigh bill) contains your instructions to the carrier who will deliver your materials to either the warehouse or exhibit hall. The bill of lading should indicate the number and a description of the pieces in your shipment (carton, crate, skid, etc.). At the point of shipment, your carrier will verify the number and type of pieces in your shipment and provide you with a copy of the bill of lading.

To aid in tracing your shipment, a copy of this bill should be forwarded by mail to the consignee (person to whom goods are shipped) of your shipment or the drayage contractor for the show. Be sure to keep a copy and bring it to the show.

Outbound

When the exhibit has been totally dismantled and packed for shipment, an outbound bill of lading should be prepared and submitted to the freight desk. Freight desk personnel can assist you in the preparation.

DO NOT LEAVE COMPLETED BILLS OF LADING IN YOUR BOOTH OR ON YOUR FREIGHT.

If you have made advance arrangements with a van line or trucking company to pick up your freight, make certain to indicate the name and phone number of that company on the bill of lading. In cases where no carrier is specified, the drayage contractor will ship your materials by the most convenient method available. If your exhibit is to be at a specific location in the near future, advance arrangements should be made with a carrier who can guarantee delivery by your desired date.