

**FIVE STAR CONVENTION DECORATING, INC.**

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## FREIGHT SERVICE & POLICY REVIEW

The MANTS event has been a premier trade show for many reasons and the long standing freight policy we have established with the local union and show management is just one of the many provisions that contribute to the success of this event. Please review the policy below, so that your company is prepared for freight handling services during both move-in and move-out at MANTS.

**A. Exhibitor's Company-Owned Truck used for Move-in and Move-out:**

- There is no charge for the unloading or reloading of the exhibitor's business product.
- Business product is defined as the product your company is selling. For example, if your company sells trees, and those trees arrive on a company truck, there is no charge for handling those trees; if your business sells tools and those tools arrive on a company-owned truck, the tools are handled at no charge.
- The exhibitor will be charged for handling of non-business related product, such as display enhancements – counters, benches, display cases, lighting, tables, chairs, etc.
- Five-Star will, upon their consent, extend the definition of a company-owned truck, to include a truck that is carrying plant material for multiple exhibitors, who have consolidated their shipments coming or going to a specific geographic region.
- Exhibitors may ship non-business products with their business products, but will be charged a freight handling fee for the non-business products. Exhibitors must complete a Freight Service Order Form, to capture the expense associated with handling non-business product. The Freight Service Order Form is found on pages 7 and 8 of the Vendor Manual

Example: Your business product is plant material and you have two display cases and chairs that are included in the shipment on your company truck. You must complete the Freight Service Order Form, page 7 or 8 of the manual and pay for the handling of the display cases and chairs only.

**B. Hired Trucks, Common Carriers, Independent Truck Lines, UPS, FedEx, etc. used for Move-in and Move-out:**

- All non exhibiting-company owned truck shipments that unload at the dock will be handled by the union and handling fees will apply to all items on that vehicle. The fees are based on the total weight of your shipment, per 100 pounds. You will find examples and the Freight Service Order Form on pages 7 and 8 of the vendor manual.

If you have any questions, need assistance completing the Freight Service Order Form, pages 7 or 8 of the manual, or want to discuss how to comply with the Freight Service Policy, please contact Five Star at 410-239-0606. Your compliance with this Freight Policy and submitting the appropriate order form and payment is greatly appreciated.