



California Association of Health Facilities
Palm Springs Convention Center
November 8-10, 2009
Advance order deadline: October 26, 2009

IMPORTANT SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative Expo warehouse or the convention facility. **All shipments are to be labeled as follows:**

Warehouse Receiving:

To: Name of Exhibiting Company & Booth Number
For: **CAHF 2009**
C/O Innovative Expo
72-242 Watt Court
Thousand Palms, CA 92276
(760) 343-2555



Shipments must arrive at the warehouse no later than **November 5, 2009**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE FACILITY PRIOR TO THE ASSIGNED DATE.

Shipments that must be directed to show site can only arrive at the facility beginning on **November 8, 2009**. Innovative Expo is not responsible, for loss or damages, for shipments that are delivered to the facility prior to that date. **Items shipped directly to show site and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed.**

Facility Shipping:

To: Name of Exhibiting Company & Booth Number
For: **CAHF 2009**
C/O Innovative Expo / Palm Springs Convention Center
277 N. Avenida Caballeros
Palm Springs, CA. 92262

OUTBOUND SHIPMENTS ARE TO BE PICKED UP AT THE ABOVE ADDRESS
ALL SHIPMENT MUST BE SENT PRE-PAID.
NO COD'S WILL BE ACCEPTED.

NOTE: Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.



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AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo

We hereby authorize INNOVATIVE EXPO to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the DRAYAGE LIMITS OF LIABILITY and we further agree to the following:

A. We have examined and reviewed the DRAYAGE INFORMATION/RATES page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment (s) and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's LIMITS OF LIABILITY AND RESPONSIBILITY as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

SIGNATURE: _____ DATE: _____

EXHIBITING COMPANY NAME: _____ BOOTH # _____



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RUSH! EXHIBIT MATERIAL
Must arrive by: November 5, 2009

TO: _____
Exhibitor Name

**ADVANCE
SHIPMENT**

BOOTH # _____

EVENT: **CAHF 2009**
c/o Innovative Expo, Inc.
72-242 Watt Court
Thousand Palms, CA 92276

No. _____ of _____ pieces
*This label is provided for your convenience.
Please use it. Copies are acceptable.*

RUSH! EXHIBIT MATERIAL
Must arrive by: November 5, 2009

TO: _____
Exhibitor Name

**ADVANCE
SHIPMENT**

BOOTH # _____

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RUSH! EXHIBIT MATERIAL
Shipments must arrive no sooner than: Nov. 8, 2009

TO: _____ **DIRECT**
Exhibitor Name **SHIPMENT**

BOOTH # _____

EVENT: CAHF 2009
c/o Innovative Expo, Inc/Palm Springs Convention Center
277 N. Avenida Caballeros
Palm Springs, CA. 92262
No. _____ of _____ pieces
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