



RMAF 2009 RECEIVING & DRAYAGE INSTRUCTIONS

Freight Handling

All freight must be shipped to the advanced warehouse for delivery to the Rocky Mountain Audio Fest. The show site(s) will **NOT** accept freight shipments but will accept small packages for a fee.

AFC Worldwide Express, Inc., is the official freight handler of RMAF 2009. They will accept and store all shipments in their warehouse.

You are welcome to carry your own freight. It is best to bring your own moving equipment because the hotel has limited equipment. If you cannot bring your own moving equipment, AFC will be offering equipment rental and/or labor, charges will apply see the show tariff for details.

AFC Worldwide Express offers a full range of products to meet your shipping needs. If you are in need of a company to ship your product to/from the show this year please contact them using the warehouse contact information below. AFC offers import, export, domestic and local customs brokerage.

Warehouse Contact Information:

AFC Worldwide Express
Rusty Griffin—Station Manager
Rmaf2009@afcexpress.com
13250 E. Smith Road
Suite F
Aurora, CO 80011
Ph: 877-360-0466; Fx: 303-360-7706
Cell: 720-255-5349

Fees

The fee schedule for transportation to and from the show site(s) is as follows:

Minimum \$60.00

Up to 999 pounds: \$0.33 per pound

1000-1999 pounds: \$0.28 per pound

2000 pounds or more: Please call AFC for additional savings

***Fee waiver—This fee (drayage) will be waived if AFC provides freight transportation to and from Denver. (Note that AFC tariff rates will apply to the inbound and outbound shipments to and from Denver)*

**** Fuel surcharge will not be charged on drayage charges but will be assessed on all in/outbound transportation.*

Important Note: This fee will be a one way fee so if the warehouse is used to move your product to and from the Show Site(s), your total charges for the show will be \$0.66 per pound. Should you have any questions please contact AFC Worldwide Express directly. Additional fees may apply, please see AFC shipping rates for possible fees.

Receiving Dates

Monday, September 14, 2009 through Monday, September 28, 2009



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Shipments received after September 28, 2009 is subject to a \$50.00 late arrival fee.

Delivery to show site(s)

All shipments going through the warehouse will be delivered directly to the assigned room by Thursday, October 1, 2009 8:00 am.

Labeling

All shipments should be addressed as follows:

Rocky Mountain Audio Fest
Your company name and room number
C/O AFC Worldwide Express
13250 E. Smith Road
Suite F
Aurora, CO 80011

Outbound Shipments

Please coordinate with on-site AFC representative by Sunday October 4th, 2009 by 12:00 pm. All outbound paperwork should be completed at this time. (See closing instructions)

Warehouse Insurance

All exhibitors, whether using AFC for transportation or not, will be covered by a blanket insurance policy. In order to qualify for this coverage, the exhibitor must inform AFC of the value of the goods under AFC care for the show. Please do so by either e-mail or a phone call to the AFC Denver office.

Payment

Please use the credit card payment form and include it with your shipment to cover your transportation/show costs. This year AFC will accept checks for payment of services rendered as long as the credit card payment form is completely filled out and returned prior to shipping.