



HARGROVE

Material Handling Information

PMF Job Fair 2011

As the Official Decorator Contractor for this show, Hargrove, Inc. will schedule the moving in and out of all exhibit material. All shipments, if it is possible, should be received at the Hargrove, Inc., warehouse prior to the published deadline date.

NOTE: These instructions do not include references to the venue (where the Job Fair is to be held). The intent is to provide Exhibitors (Agencies) with instructions on shipping, move-in, and move-out. As soon as OPM awards the venue, these instructions will be updated to reflect the venue.

You may deliver *DIRECTLY* to Exhibit Hall only on Tuesday, April 19, 2011, from 10:00 AM until 7:00 PM.

Advanced shipments (for those Exhibitors (agencies) wishing to ship exhibit material ahead of time) will be received beginning on Wednesday, April 6, 2011, and will end on Friday, April 15, 2011. Advance warehouse shipments will be received between the hours of 8:30 AM and 4:00 PM, Monday through Friday.

When completing your bill of lading and shipping labels, please include the name of the show [PMF Job Fair 2011], your company name [agency name], and your booth number [assigned exhibit booth number from the PMF Program Office]. For your convenience, sample labels are provided in these instructions. You may copy these labels or use your own if you need more labels than provided.

ADVANCE Shipments – Deadline Friday, April 15, 2011 at 4:00 PM	DIRECT Shipments – 1st Day to Receive Tuesday, April 19, 2011, at 10:00 AM
PMF Job Fair 2011 Your Company Name & Booth Number [agency name and assigned exhibit booth number] Hargrove, Inc. Number One Hargrove Drive Lanham, Maryland 20706	PMF Job Fair 2011 Your Company Name & Booth Number [agency name and assigned exhibit booth number] Hargrove, Inc. C/O [VENUE TO BE ANNOUNCED] [VENUE'S STREET ADDRESS] Washington, DC 2XXXX

Remember all shipments must be PREPAID. DO NOT SHIP COLLECT, AS COLLECT SHIPMENTS WILL BE REFUSED. You may confirm receipt of you shipment at Hargrove, Inc. by calling (301) 306-4627.

Material Handling includes:

- ❖ Receiving and unloading your shipments at our warehouse (2-weeks free storage prior to show date)
- ❖ Reloading onto a Hargrove, Inc. trailer
- ❖ Delivery of shipment to exhibit hall
- ❖ Placement of shipment in your booth space
- ❖ Removal and storage of empty containers
- ❖ Return of empties to booth at close of show (All containers must be empty when stored. Hargrove, Inc. assumes no liability for material or equipment left inside a container marked as empty.)
- ❖ Removal of all packed and labeled materials from exhibit booth
- ❖ Reloading onto outbound carrier for return shipment (based on shipping information provided on your bill of lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. **Show management will be covering the cost of material handling services for all exhibitors, from Hargrove’s warehouse to the VENUE.** Weight taken from inbound bills of lading is rounded up to the next hundred pounds. Hargrove, Inc. will assign a weight to shipments arriving without a bill of lading or certified weight tickets.

OUTBOUND INSTRUCTIONS AT CLOSE OF SHOW - *At the close of the show*, each exhibitor must complete a bill of lading and shipping labels for his/her exhibit materials. Blank bills of lading and labels are available at the “Hargrove, Inc. Service Center” (see location on floor plan). If a representative of your company [agency] will not be available to fill out a bill of lading on site, please call Exhibitor Service in advance to make shipping arrangements. If shipments are left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove, Inc., reserves the right to re-route such shipments or return material to our warehouse at the exhibitor’s expense.

TO: Hargrove, Inc.
Number One Hargrove Drive
Lanham, Maryland 20706

PMF Job Fair 2011

COMPANY [AGENCY]
NAME:

ASSIGNED EXHIBIT
BOOTH NUMBER:

Must be received by 04/15/2011

ADVANCE SHIPPING LABEL

TO: Hargrove, Inc.
Number One Hargrove Drive
Lanham, Maryland 20706

PMF Job Fair 2011

COMPANY [AGENCY]
NAME:

ASSIGNED EXHIBIT
BOOTH NUMBER:

Must be received by 04/15/2011

ADVANCE SHIPPING LABEL

TO: Hargrove, Inc.
c/o [VENUE] - Hall X
[VENUE'S MAILING ADDRESS]
Washington, DC 2XXXX

PMF Job Fair 2011

COMPANY [AGENCY]
NAME: _____

ASSIGNED EXHIBIT
BOOTH NUMBER: _____

No shipments accepted before 04/19/11 at 10:00 AM

DIRECT SHIPPING LABEL

TO: Hargrove, Inc.
c/o [VENUE] - Hall X
[VENUE'S MAILING ADDRESS]
Washington, DC 2XXXX

PMF Job Fair 2011

COMPANY [AGENCY]
NAME: _____

ASSIGNED EXHIBIT
BOOTH NUMBER: _____

No shipments accepted before 04/19/11 at 10:00 AM

DIRECT SHIPPING LABEL



HARGROVE, INC.

Important Move-Out Schedule

PMF Job Fair 2011

To increase the efficiency of exhibitor move-out, Hargrove, Inc., has instituted the following Move-Out Schedule for this show.

NOTE: This is the official move-out schedule; no deviations will be allowed.

Thursday, April 21st, at 4:00 PM Move-Out officially begins.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the “Hargrove, Inc. Service Center” (booth location identified on floor plan).

Thursday, April 21st, at 6:00 PM - Deadline for driver check in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to check in with the Hargrove Dock Supervisor by Thursday, April 21st by 6:00 PM. Drivers are placed in line for loading on a first come, first serve basis, provided the exhibitor is completely packed and a bill of lading has been turned in to the “Hargrove, Inc. Service Center.” Drivers whose bills of lading have not been turned in will be placed in a holding queue until the booth is packed and the bill of lading is turned in. Should your carrier fail to check in at the loading dock by Thursday, April 21st by 6:00 PM, Hargrove, Inc., reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Thursday, April 21st, 6:00 PM – Exhibits packed & bills of lading turned in to Hargrove.

All bills of lading must be turned in to the “Hargrove, Inc. Service Center” to be validated. Do not leave bills of lading in your booth, and do not turn in your bill of lading until your shipment is packed and ready to be loaded. Bills of lading and additional labels will be available at the “Hargrove, Inc. Service Center” for your convenience. No bills of lading will be issued until your balance is paid in full.

Thursday, April 21st, 7:00 PM – Final clean up, Exhibitor Move-Out ends.

Number One Hargrove Dr., Lanham, MD 20706, PH: (301) 306-4631, FAX: (301) 731-5438
www.hargroveinc.com email: customerservice@hargroveinc.com