



FRESH PRODUCE SHIPPING INSTRUCTIONS

APRIL 25-27, 2019

SAN ANTONIO, TEXAS

BRINGING FRESH PRODUCE TO YOUR BOOTH

M&P Produce and Logistics in partnership with CH Robinson will be receiving all fresh produce items this year for Viva Fresh Expo 2019. This service is provided at no charge for our registered exhibitors.

Freeman will be charging a fee to bring the produce items to exhibitors' booths once CH Robinson has delivered the product to the docking area at the JW Marriott.

IMPORTANT REMINDER

DO NOT ship fresh produce directly to Freeman. Only items such as booth fixtures, display tables, boxes, etc. and all other materials related to the exhibitor's booth, can be shipped to Freeman for storage and delivery - **NOT** fresh produce. Remember, if it requires refrigeration, it must be shipped to M&P Produce and Logistics in advance of the show.

PERSONAL DELIVERIES

Exhibitors may make personal deliveries of fresh produce to the convention center within these guidelines:

- The JW Marriott will NOT accept any shipments or deliveries prior to or during exhibitor move-in times under any circumstance - shipments will be refused.
- You may only make personal deliveries during exhibitor move-in times.
- You may not access the loading dock, as it will be occupied by Freeman. You may drive a vehicle to the bus loop in front of the convention center at the Nelson Wolff Exhibit Ballroom to make deliveries, unloading by hand only. The loop is for active loading and unloading, not parking, and has a 20-minute time limit.
- The convention center does not provide dollies - please bring your own.

GUIDELINES AND INSTRUCTIONS FOR SHIPPING REFRIGERATED ITEMS

M&P Produce and Logistics will receive your refrigerated items between the following dates:

TUESDAY, APRIL 23RD through **THURSDAY, APRIL 25TH**

All exhibitors shipping refrigerated produce must complete the Fresh Produce Shipping Form (located on page 3 of this document). Once completed, the form must be sent via email to Matt Bowling at mattb@mpproduce.com; prior to shipping your product. Do not ship any items to M&P Produce and Logistics without sending this form. Failure to send this form will result in your product not being loaded and shipped to the convention center.

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GUIDELINES AND INSTRUCTIONS FOR SHIPPING REFRIGERATED ITEMS

When shipping your items, please be sure that each and every case of product has an Expo label attached (pages 4 and 5 of this document). All boxes must include a label and must have legible writing that includes your company name AND booth number. Print-out labels are Avery compatible (template, Avery 8126: 5.5 X 8.5).

To facilitate prompt delivery of your product to your booth, there are separate labels for Friday and Saturday depending on which date you'd like to have your product delivered:

· **YELLOW:** Use the yellow labels if you would like your product delivered to your booth on the afternoon of **FRIDAY, APRIL 26TH.**

· **GREEN:** Use the green labels if you would like your product delivered to your booth on the morning of **SATURDAY, APRIL 27TH.**

Both Friday and Saturday deliveries will be made either prior to or during exhibitor move-in times to ensure on-time delivery to booths.

EXHIBITOR MOVE-IN TIMES

- Friday, April 26th: 2:00pm-6:30pm (product will be at booths by 3:00pm at latest)
- Saturday, April 27th: 7:00am-10:30am (product will be at booths by 9:00am at latest)

DISCLAIMER

Please remember: CH Robinson/Robinson Fresh will provide this service at no charge for our registered exhibitors. It is the exhibitor's responsibility to get their products to M&P Produce and Logistics as instructed above. If these instructions are not followed, CH Robinson and M&P Produce and Logistics will not be responsible if your product is not delivered to the convention center.

**Please do not ship anything to M&P Produce and Logistics that does not require refrigeration.

Fresh Produce Shipping Form is on the following page.



FRESH PRODUCE SHIPPING INSTRUCTIONS

APRIL 25-27, 2019

SAN ANTONIO, TEXAS

Company Name: _____
 Contact Name: _____
 Contact Phone: _____
 Contact Email: _____
 Expo Booth Number: _____

Temperature Range:
 Warm Product *45-50 degrees*
 Cold Product *34-38 degrees*

Date for delivery:
 Friday, April 26
 Saturday, April 27

List below the specific items and number of cases for each product you are shipping:

Deliveries to the convention center will be made on both the afternoon of Friday, April 26th and the morning of Saturday, April 27th. There will be separate trucks running each day, one between 45-50 degrees and one between 34-38 degrees - please list which delivery date is preferred and which temperature range is needed for each case.

SHIP PRODUCT TO:
 M&P Produce and Logistics Company
 1500 S Zarzamora St, Unit 306
 San Antonio, TX 78207
 ATTN: Matt Bowling
 Phone: 210-227-7642
 Cell: 210-214-6254

Any and all questions should be sent by email to mattb@mpproduce.com.

- When shipping product to M&P Produce and Logistics, please follow these parameters:
- Completed form must be sent to Matt Bowling's e-mail mattb@mpproduce.com before product is shipped.
 - Securely wrap all products on the shipping pallet.
 - All cases must be labeled with:
 - Green or Yellow print-out label noting which day of delivery
 - Company Name and Booth Number must be legibly printed

M&P Produce and Logistics

DELIVER TO
JW Marriott Hill Country
ON 4/26/18 BETWEEN
12:00 PM -- 3:00 PM
Temperature _____
NO. OF PIECES _____

SHIP TO:

*Company: _____
*Booth #: _____
Viva Fresh Expo 2019
*Contact. _____
*Phone: (____) _____

**If information is incomplete there may be a delay with your delivery.*

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/23/19 – 4/25/19

M&P Produce and Logistics

DELIVER TO
JW Marriott Hill Country
ON 4/26/18 BETWEEN
12:00 PM -- 3:00 PM
Temperature _____
NO. OF PIECES _____

SHIP TO:

*Company: _____
*Booth #: _____
Viva Fresh Expo 2019
*Contact. _____
*Phone: (____) _____

**If information is incomplete there may be a delay with your delivery.*

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/23/19 – 4/25/19

M&P Produce and Logistics

DELIVER TO

JW Marriott Hill Country

ON 4/27/18 BETWEEN

7:00 AM -- 9:00 AM

Temperature _____

NO. OF PIECES _____

SHIP TO:

*Company: _____

*Booth #: _____

Viva Fresh Expo 2019

*Contact. _____

*Phone: (____) _____

**If information is incomplete there may be a delay with your delivery.*

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/23/19 – 4/25/19

M&P Produce and Logistics

DELIVER TO

JW Marriott Hill Country

ON 4/27/18 BETWEEN

7:00 AM -- 9:00 AM

Temperature _____

NO. OF PIECES _____

SHIP TO:

*Company: _____

*Booth #: _____

Viva Fresh Expo 2019

*Contact. _____

*Phone: (____) _____

**If information is incomplete there may be a delay with your delivery.*

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/23/19 – 4/25/19

FREEMAN

3323 IH 35 North, Ste 120
 San Antonio, Texas 78219
 Ph: 210/554-2021 • Fax 469/621-5611

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **VIVA FRESH PRODUCE EXPO - 444779 / APRIL 27, 2019**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground (See definitions on back) unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 84.00	168.00
Special Handling Shipment.....	\$ 109.25	218.50
Carpet and/or Pad Only Shipment.....	\$ 126.00	252.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 77.75	155.50
Special Handling Shipment.....	\$ 101.25	202.50
Uncrated or Pad Wrapped Shipment.....	\$ 116.75	233.50
Carpet and/or Pad Only Shipment.....	\$ 116.75	233.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after 04/19/2019	\$ 21.00	42.00
Show Site Shipment after 04/27/2019	\$ 19.50	39.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.50	39.00
Special Handling Shipment.....	\$ 25.50	51.00
Uncrated or Pad Wrapped Shipment.....	\$ 29.50	59.00
Carpet and/or Pad Only Shipment.....	\$ 29.50	59.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.50	39.00
Special Handling Shipment.....	\$ 25.50	51.00
Uncrated or Pad Wrapped Shipment.....	\$ 29.50	59.00
Carpet and/or Pad Only Shipments.....	\$ 29.50	59.00
Material Handling of Produce (11-90-56)	\$ 72.00	144.00

LATE SHIPMENT FEES:

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of **\$150.00**

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.25% Tax	N/A
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.