

Broadmoor Packaging Center

This information is provided to help insure all materials are received when and where they are needed. All material handling labor related to conventions or trade shows is performed by the Broadmoor Packaging Center for the **Western Thoracic Surgical Association**.

MATERIALS DELIVERED TO SHOW SITE:

All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Broadmoor Packaging Center. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:

Exhibitors may handle their own materials, however, exhibitors may not use hotel carts, pallet jacks, or other material handling equipment that is the property of the Broadmoor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling and will be handled through the Broadmoor Packaging Center. **There are no storage facilities available for materials handled by exhibitors**.

Space is limited at the show site. To insure the orderly move in, all loading areas, docks and vehicle traffic are under the exclusive control of the Broadmoor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload materials. One person should remain with the vehicle at all times. Due to time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

SHIPPING YOUR MATERIALS:

The most common methods of shipping materials to the Broadmoor, aside from an exhibitor's own vehicle are common carrier, airfreight and padded van. Whatever method you choose, be sure to put the name of your company, booth number and name of show on every piece; and bring copies of all shipping documents with you to the show or make sure on-site representatives have this documentation.

All shipments MUST be prepaid. Collect shipments are not accepted. Uncrated or loose display shipments are not accepted.

If time permits, shipments should arrive to the Broadmoor Packaging Center a minimum of one business day prior to your show. This enables you to check on the arrival of your shipment and solve any problems that might occur on route. Due to limited storage space, your shipment should not arrive earlier than three days prior to the load-in date.

SHIPPING ADDRESSES:

NOTE: The Broadmoor Packaging Center does not have sufficient storage facilities and WILL NOT ACCEPT ANY SHIPMENTS sent to the facility directly from any exhibiting companies more than three business days prior to the load-in or set-up date.

The Broadmoor Packaging Center will begin accepting shipments for your event starting on:
June 19th, 2011

All shipments should be addressed to:
BROADMOOR PACKAGING CENTER
C/O "NAME OF EXHIBITOR"
15 LAKE CIRCLE
COLORADO SPRINGS, CO 80906

Direct all shipping questions to Broadmoor Packaging Center at 719-577-5859 or or send an email to Mr. Brice Kadel at BKadel@Broadmoor.com

CRATE and CARTON REMOVAL, STORAGE and RETURN

We do NOT have storage space for empty crates or cartons. These items must be kept at your booth for the duration of your show or stored off site.

PACKAGING SERVICE DESK

The service desk will be located in the rear of the exhibit hall. During move-in times, the desk will be staffed with a Broadmoor Packaging Center representative.

During move-out times, the booth will be staffed with a Xerox Outgoing Shipping representative who can assist you with shipping items out of the hotel.

RECEIVING YOUR SHIPMENTS ON-SITE:

If you have pre-paid for your material handling expenses, your boxes will be waiting for you at your booth. In the case of late deliveries, the material will be delivered to you once we take possession of it from your carrier.

If you have not pre-paid for your material handling, please stop by the Packaging Service Desk and we will assist you in completing the billing information. All paperwork must be completed and account information verified prior to you receiving your materials. To avoid experiencing these on-site delays and paying the higher show site prices, it is recommended that we receive your completed material handling paperwork at least two business days prior to your set-up date.

COMMON CARRIER DELIVERY TIMES TO HOTEL:

- **UPS:**
Early AM delivery – between 7:00 am – 8:00 am - Saturday delivery between 9 am and 12 noon
Normal delivery – between 10:15 am – 10:30 am
- **Fed Ex:**
Early AM delivery – between 7:00 am – 8:00 am - Saturday delivery between 9 am and 12 noon
Normal delivery – between 9:30 am – 10:30am
- **US POSTAL SERVICE:**
Items sent via US Postal Service will not arrive directly to the hotel. These items are held at the local post office and retrieved each afternoon by a hotel staff member.

GUEST PACKAGING INQUIRIES:

In order to quickly assist you with locating a misdirected shipment, please have the following information available:

- Name of carrier (UPS, Fed Ex, etc.)
- Tracking #
- Name of person that package is addressed to
- Name of company that package is addressed to
- If you did not pack or ship this item, then the name and phone number of the person that did may also prove helpful.

MATERIAL HANDLING FEES:

Special Package Handling (*rates are listed per piece*)

\$0.75 per lb (10 lb minimum)

Crated or Skidded Shipments (*rates are listed per piece*)

\$0.60 per lb (150 lb minimum)

Storage:

3 days or less before recipient takes possession of item(s) = Free

Greater than 3 days prior to recipient taking possession of item(s) = \$0.15 per lb per day

FORKLIFT OPERATOR:

Forklift Operators should be arranged in advance. We have the ability to move items up to 3,000 lbs.

There is a one hour minimum for labor, with billing in ½ hour increments thereafter. Exhibitor should check-in at the Packaging Service Desk to pick-up labor. **Show site prices will apply to all labor orders placed at the show site.**

	ADVANCE PRICE	SHOW SITE PRICE
Forklift Labor		
Forklift w/ operator – up to 3,000 lbs.....	\$125.00	\$175.00

OUTGOING SHIPPING:

Broadmoor Packaging is a receiving service only. For outgoing shipping information please call the Xerox Outgoing Shipping Center @ X 6123 or visit their Business Centers located in the Main and West Buildings here at the Broadmoor. All charges for outgoing shipments must be coordinated through Xerox.

MATERIAL HANDLING FREQUENTLY ASKED QUESTIONS

Material handling can be confusing, so we've created a list of commonly asked questions and answers to help explain the process. If this list doesn't answer your questions, please feel free to contact us at 719-577-5859 or send an email to Mr. Brice Kadel at BKadel@Broadmoor.com

What is Material Handling?

Material handling includes the unloading of your exhibit materials, secured storage for up to 3 business days prior to the move-in date, and delivery to the booth. It should not be confused with the cost to transport your exhibit materials to and from the convention or event.

What is "Special Package Handling"?

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, no documentation and shipments that require additional time, equipment or labor to unload.

Federal Express, UPS, DHL/Airborne and US Postal Service are included in this category due to their delivery procedures. (see definitions below)

What are "Crated or Skidded Shipments"?

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. These items arrive with a bill of lading. **Yellow Freight, Adcom, UPS FREIGHT, Federal Express FREIGHT, Air Cargo** and other freight and trucking companies are included in this category.

What is Ground Unloading?

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

What does it mean if I have "No Documentation"?

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

What if I choose to ship via courier service or other type of carrier rather than using a common carrier such as FEDEX or UPS?

You are welcome to ship using whatever service you choose. The Broadmoor Packaging Service can only receive shipments Monday through Saturday 8:00am to 5:00pm. No appointment is necessary. All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise, and weight.

How should I label my freight?

The label should contain your exhibiting company name, the booth number and the name of the event. Use the shipping address located on page 1 of this document.

What happens to my empty containers during the show?

The Broadmoor does not have the ability to store empty containers for the **Western Thoracic Surgical Association** event. Exhibitors will be required to keep their empty containers at their booth.

How do I protect my materials after they are delivered to the show or before they are picked-up after the show?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show – the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

Any material that requires shipping at the conclusion of your event must be coordinated through the XEROX BUSINESS CENTER'S Outgoing Shipping Department. Please visit the Packaging Service Desk located at the back of the exhibit hall at the conclusion of your event, or contact their on-site office at 719-471-6123 for more information. All charges for outgoing shipments must be coordinated through Xerox.

What if I simply attach my own shipping labels marked with my account information and just leave it on the trade show floor?

All items to be shipped out of the hotel must go through Xerox Business Center regardless of whether or not you have your own account and shipping labels. Items left on the show floor and not coordinated for outbound shipping will be held in storage by Xerox for a period of 48 hours without charge. After that time, storage fees will apply until such time that the shipper completes the proper paperwork and pays the outbound shipping labor fees. To avoid delays and additional costs, please coordinate all outgoing deliveries through Xerox Business Center's Outgoing Shipping Department.

FROM: _____

ADD: _____
CITY: _____
STATE: _____ ZIP: _____

INFORMATION for HOTEL

DELIVER TO: _____
DELIVERY DATE: _____
DELIVERY TIME: _____
BOOTH NAME/#: _____

SHIP TO: (_____)
GUEST NAME

THE Broadmoor Hotel
15 Lake Circle
COLORADO SPRINGS, CO 80906
(719)577-5859

CONFERENCE MGR: **JOSH EBAUGH**
GROUP NAME: _____
GROUP CONTACT: _____
FUNCTION DATES: _____

NUMBER OF PACKAGES

_____ OF _____

HOTEL PACKAGING: OFFICE (719) 577-5859 EMAIL: BKadel@broadmoor.com