



DRAYAGE & FREIGHT

Drayage refers to the movement of your shipments/freight between the carrier's vehicle and your booth space. This is a highly coordinated effort that is happening behind the scenes.

SERVICES OFFERED:

There are FOUR (4) available options upon receipt of your shipment/freight:

1. **COMBINED SERVICES – Includes receiving incoming freight, booth transport and outgoing services. THIS IS THE MOST COMMON TYPE OF SERVICE.**
2. INBOUND Only – Includes unloading of freight and storage prior to show.
3. BOOTH TRANSFER – Moving freight from storage to booth, from booth to loading dock.
4. OUTBOUND Only – Includes storage of freight and loading onto carrier.

PRICING:

All drayage rates are based on CWT (weight per 100lbs, in the US) multiplied by an established rate. Please note there is a **200lb minimum weight** per each order. Below is the rate formula for the Chattanooga Convention Center's Freight & Drayage:

COMBINED SERVICES =	\$30/per hundred weight increment \$_____
INBOUND =	\$15/per hundred weight increment \$_____
BOOTH TRANSFER =	\$15/per hundred weight increment \$_____
OUTBOUND =	\$17.50/per hundred weight increment \$_____

SHIPPING ADDRESS:

C/O Chattanooga Convention Center
1 Carter Plaza – Chestnut Street Loading Dock
Chattanooga, Tennessee 37402

INSTRUCTIONS:

PREPARING YOUR INBOUND SHIPMENT:

- Mark all packages with the following information: **Trade Show Name, Booth #, Exhibitor Company Name, Contact Name and Phone Number.**
- Shipments should not be scheduled to arrive more than a week prior to move-in.
- All shipments **MUST** have a Bill of Lading showing the number of pieces, weight and description of merchandise.

PREPARING YOUR OUTBOUND SHIPMENT:

- Exhibitors are responsible to BOX, PACK, and SEAL all shipments.
- Exhibitors are responsible for labeling each shipment and furnishing shipping information.
- Exhibitors must provide the Shipping Labels and Bills of Lading.
- Exhibitors must contact the carrier to arrange pick-up.
- CCC Staff will take shipments to storage cage, until carrier arrives for pick-up. (For Combine Services and Outbound Services Only)

LIMITS OF LIABILITY: *The Chattanooga Convention Center assumes no responsibility for concealed damage to materials. All materials should be properly insured against fire, theft and all hazards while in transit.*