



EXHIBIT SHIPPING / RECEIVING INFORMATION

EXHIBITOR SHIPPING- TABLE TOP SHOW ONLY:

The Gurney's Newport Resort and Marina will receive crated, boxed or skidded materials at the Conference Center Receiving Department up to 7 days prior to group arrival. Shipments must be sent with freight charges pre-paid.

COLLECT SHIPMENTS CANNOT BE ACCEPTED:

Please label each piece and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Table No: _____

Hold For: Name of Conference

C/O Gurney's Newport Resort and Marina

1 Goat Island

Newport, RI, 02840

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.

Packages should be shipped within 3 business days of the group's first meeting day. Handling fees are as follows:

- Packages 0-5 lbs. \$ 5.00 each
- Packages 6-20 lbs \$ 10.00 each
- Packages 21 to 50 lbs \$ 15.00 each
- Over 50 lbs. \$ 25.00 each

The hotel's receiving entrance is open from 8 a.m. to 4 p.m. Monday through Friday. Special arrangements must be made, in advance, for any deliveries not within this time frame.

RECEIVING AND HANDLING INBOUND SHIPMENTS:

- **Bill of Lading:** All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be faxed with the enclosed "SHIPMENT NOTIFICATION" form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.
- ***Gurney's Newport Resort and Marina does NOT own forklifts or pallet jacks and does NOT have a standard loading dock.***

EMPTY CONTAINER HANDLING AND STORAGE DURING SHOW:

Empty containers will be removed from booth, placed in storage and returned to booth at close of show. Empty container labels will be available at the Conference Services Office. Affixing the labels is the sole responsibility of the exhibitor or its representative. Gurney's Newport Resort and Marina assumes no responsibility for removal of containers with old, empty labels or valuables stored in containers removed for storage. Service for empty containers not handled inbound by Keystone-Vail Resorts will have a service fee.

OUTBOUND SHIPPING AND HANDLING:

When materials are labeled, packed and ready to be shipped, completed bills of lading should be turned in to the Convention Services office

Gurney's Newport Resort and Marina does not arrange for shipping and/or shipping carriers.

INSURANCE:

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES:

Gurney's Newport Resort and Marina shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

Gurney's Newport Resort and Marina shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

Gurney's Newport Resort and Marina shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Keystone-Vail Resorts to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.

Gurney's Newport Resort and Marina shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.

Gurney's Newport Resort and Marina liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Gurney's Newport Resort and Marina maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

Gurney's Newport Resort and Marina shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Claims for loss or damage must be submitted to Gurney's Newport Resort and Marina prior to the close of the show. No suit or action shall be brought against The Hyatt Regency Newport more than one year after the accrual of the cause of action.

INSURANCE – It is understood that Gurney's Newport Resort and Marina is not an insurer that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to Gurney's Newport Resort and Marina by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.