

# INBOUND FREIGHT SHIPPING TO ALLIANT ENERGY CENTER

<b>Definition</b>	<p>Any package or parcel that is delivered to and accepted by the Alliant Energy Center. This can include: boxes, crates, pallets, skids, or anything shipped that would need to be signed for and accepted by the AEC.</p> <p>Perishable items and items requiring specific environmental conditions, like refrigeration, for quality control should not be sent as freight to the Alliant Energy Center. Storage conditions cannot be guaranteed by the AEC.</p>
<b>Freight Receiving Dates</b>	30 days prior to the first event day through the last event day.
<b>Delivery Schedule</b>	Deliveries are accepted Monday – Friday; 7:00 a.m. and 3:30 p.m.
<b>Address &amp; Label Requirements</b>	<p><b>[Event Name]</b> <b>[Exhibitor Name, Booth #]</b> Alliant Energy Center 1919 Alliant Energy Center Way Madison, WI 53713</p> <p>All shipments to the AEC must have:            (1) A Bill of Lading (BOL) or the shipping label with the number of pieces and weight            (2) Event name            (3) Exhibitor name            (4) Booth number</p>
<b>Services Included in Freight Handling Fees</b>	Receiving of your shipment, storage until the start of your event, delivery to your booth, storage of packing materials during the event, return of packing materials to the booth after the event, and the outbound load out to carrier.
<b>Freight Handling Fees</b>	<p>Exhibitor Freight Handling Fees are based on the <u>total</u> pounds that are received for your booth:</p> <ul style="list-style-type: none"> <li>◆ 0 pounds to 50 pounds: Minimum charge of \$27.50</li> <li>◆ Over 50 pounds: Charged at \$0.55 per pound advanced rate or \$0.73 standard rate</li> </ul>
<b>Paying for Freight Handling Fees</b>	In the menu on the online ordering platform, choose <b>Freight Handling</b> . Add any relevant details in the notes box (# of pieces, pounds, etc.) and the estimated/actual weight (in pounds) of the freight in total in the <b>Quantity</b> field. Alternatively, you can complete the “Freight Receiving Information & Payment Authorization” form. Copies of this form are available at the service desk.
<b>Delivery to Booth</b>	<p><b>Freight Charges Paid in Full:</b> freight will be at your booth for ingress or shortly after</p> <p><b>Freight Charges Not Paid in Full:</b> freight will be delivered to your booth when payment has been received. Visit the Service Desk or pay online for your freight when you arrive. You may receive a Freight Notice at your booth with the total due for Freight Handling.</p>
<b>Shipment Types Accepted</b>	All shipments must arrive with shipping prepaid. Collect shipments will be refused.

## Freight Holds

Alliant Energy Center reserves the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

## OUTBOUND FREIGHT SHIPPING FROM ALLIANT ENERGY CENTER

<b>Carrier Pick-Up</b>	If Freight Handling Fees were paid to AEC, your freight can be left in your booth for pick-up by your shipping carrier. You will need to contact your carrier to let them know your shipment is ready for pick up.
<b>Shipping</b>	All outbound shipments will go out either prepaid, billed to your account, or collect. <u>Prepaid:</u> You have paid the carrier directly and they have provided you with a paid label to affix to your freight/packages. <u>Billed to your account:</u> You have put your prepaid account # on your Bill of Lading and listed your carrier. <u>Collect:</u> You have not paid any carrier nor listed your account # on your BOL. The carrier will bill you at the address listed in the "For Payment, Send Bill to:" section of the BOL.
<b>Multiple Pieces in Shipment</b>	Each piece MUST be listed on your Bill of Lading. 1 piece=1 container (pallet, skid, crate, etc.). Each piece must contain their own prepaid shipping label or address label.
<b>Post-Event Instructions</b>	If you had your crate/packing materials in storage, they will be brought to you at the close of the last event day once it is safe to do so. This will typically occur as soon as the premises is clear of attendees. Pack up your freight and attach the preprinted Bill of Lading (BOL) or obtain a generic BOL from the service desk. Complete the BOL and tape it securely to your freight.
<b>Materials at the Service Desk</b>	Visit the Service Desk to request the following as needed: <ul style="list-style-type: none"> <li>◆ Generic Bill of Lading (BOL)</li> <li>◆ Additional copies of your prepaid Bill of Lading (2 copies should be affixed to freight)</li> <li>◆ Blank Address Label for each piece of freight</li> <li>◆ Permanent Marker to write on address label</li> <li>◆ Tape to affix your BOL to your shipment</li> </ul>
<b>Attach the Bill of Lading (BOL)</b>	<b>Generic BOL</b> Tear off the pink copy of the generic Bill of Lading and keep for your records. Tape the white and yellow copies to your freight. Affix the prepaid shipping label or label with the destination address to each piece in the shipment. <b>Prefilled BOL</b> Tape two copies of your prefilled BOL to your freight. Affix the prepaid shipping label or label with the destination address to each piece in the shipment.
<b>Preparing Freight for Outbound Shipping</b>	Once you have packed up your crates/freight, leave it in your booth with your Bill of Lading (2 copies) and labels attached. If you have prepaid for shipping, contact your carrier and request pick up. You can schedule pick up for anytime you would like Monday to Friday between the hours of 7:00 a.m. and 3:30 p.m. The AEC will retrieve your freight from your booth and load it into the carrier's truck when they arrive.
<b>No Designated Carrier</b>	If a carrier is not designated on the generic BOL or if there is no pre-filled BOL, your freight will be sent on common carrier (usually UPS Freight or TForce) collect. This will occur about one week following the end of your event. The address on the BOL indicated as the billing address will be sent the invoice by the carrier for payment of the freight shipping charges.
<b>Important Note</b>	The AEC is responsible solely for freight left by exhibitors who have paid their freight handling fees. If you did not use our Freight Handling service, you will need to remove everything from your booth before leaving the facility during move out.