

SHIPPING INFORMATION

****DO NOT SHIP to Pasadena Convention Center or Doucet Productions, Fair Management ****

Exhibitors are responsible for insuring their own property

LOAD-IN OPTIONS

Exhibitor items may arrive at the Fair in three ways:

1. Tailgate (Private Owner Vehicle) (included in booth fee)*
2. Ship to Curtin Convention & Exposition Services' (CURTIN) Advance Warehouse**
3. Ship with Caladex**

*Union regulations prohibit exhibitor use of hand-trucks or other equipment to load items into the Exhibit Hall, therefore we encourage exhibitors who are not shipping items to utilize the tailgate service.

**Shipments will be placed in booths by these vendors on Thursday, February 9, 2023, before setup begins at 12:00 Noon.

1. TAILGATE (Private Owner Vehicle) LOAD-IN (exhibitors drop off items at loading dock)

- Thursday, February 9th | 9:00 AM – 5:00 PM

PRIOR to arrival at the Fair, EACH BOX must be marked with Exhibitor Name, Booth #, and Number of Boxes (Box #__ of __).

Tailgate Directions:

- From S. Marengo Avenue (Between Green St. and Cordova St.) enter and then drive down the ramp that leads to the Loading Dock area. **Please use caution when driving and walking in the dock area.**
- When you pull up to the loading area, you will receive directions on where to unload your items from your vehicle. Items will then be delivered to your booth.
- Once your vehicle is unloaded, you will be directed to leave the loading area. Parking is available in the Pasadena Convention Centre Garage for \$25 per car up to 16 hours (rate subject to change).

Tailgate service includes:

- Delivery of items to your booth once they have been off-loaded from your vehicle
- Storage of empty containers during the show
- Return of your containers to your booth at the close of the show
- Moving containers to your vehicle at load-out

NOTE: Empty containers will be stored offsite and cannot be accessed until load-out. If you would like to access storage during the Fair, please inform Fair Management prior to load-in. CURTIN and their employees are not responsible for packing items or loading items into any vehicle.

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2. ADVANCE SHIPPING TO CURTIN'S WAREHOUSE

- Books may be shipped directly to the Fair drayage company, Curtin Convention & Exposition Services, Inc. (CURTIN). **DO NOT SHIP to the Pasadena Convention Center or Doucet Productions, Fair Management.**
- Shipments must be received at the CURTIN warehouse between **Monday, January 2 and Wednesday, February 1, 2023.**
- *Warehouse Hours: open 7am to 2pm Monday-Friday, closed weekends, and holidays.

TO: Exhibitor's Name, Booth Number
FOR: 55th CA Intl. Book Fair
C/O: YRC Freight/Curtin Convention & Exposition Services, Inc.
9933 East Beverly Blvd
Pico Rivera, CA 90660

Number of boxes (box # ___ of ___)

Insurance and Liability: It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees.

We recommend that you insure your books from the time they leave your sight until they return after the Fair. Please be sure you have acquired adequate insurance prior to the Fair.

3. SHIPPING WITH CALADEX & INTERNATIONAL SHIPPING

If shipping from overseas, or from select US locations, we recommend **Caladex LLC**. They offer all-inclusive price for collection, transportation, customs clearance (where applicable), and delivery direct to the show floor.

Contact:

- Within the USA | Tel: +1.800.643.4315 | Fax: +1.718.233.4159
- From the UK | Tel: 020.7993.8511 | Fax: 020.7681.3435
- Outside the USA | Tel: +1.716.886.2012 | Fax: +1.718.233.4159
- Email: info@caladex.com

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Caladex will provide all necessary information regarding the documentation required for US Customs clearance. Participating European and UK dealers will receive a direct communication from Caladex during the week of January 9, 2023, outlining the latest shipping information from their cities.

Caladex is offering door-to-booth service to and from the Fair for booksellers located on the East Coast and other select US locations. Please email Caladex directly at info@caladex.com for full details of their collection schedule.

****If you wish to make your own international shipping arrangements, DO NOT consign shipments to the 55th California International Book Fair, Caladex LLC, Curtin Convention & Exposition Services, Inc., or Doucet Productions.** We will not accept liability for your US Customs clearance and/or associated duties and fees. If you are in any doubt about shipment arrangements or US Customs clearance requirements, please contact Caladex for assistance.

EXHIBITOR LOAD-OUT

DATE: Sunday, February 12, 2023

We kindly ask for your patience during load-out; for safety reasons, CURTIN cannot return containers to booths until ALL members of the public are out of the Exhibit Hall.

1. Tailgate (Private Owner Vehicle) Load-Out:

- Tailgate service will not begin until all empty containers are delivered to exhibitors.
- After your booth is **completely** packed, report to the Tailgate Service Desk to receive a Tailgate load-out number. CURTIN will collect Tailgate containers in order of the Tailgate load-out number.
- Drive your vehicle to the S. Marengo Avenue loading area where your items will be loaded into your vehicle. Vehicles will be directed to line up according to their load-out numbers.

2. Curtin Convention & Exposition Services, Inc. (CURTIN) and Caladex Load-Out:

- Caladex will be onsite to distribute return shipping labels and provide information regarding move out starting at 1:00 PM.
- CURTIN will be onsite at the close of the Fair, Sunday, February 12th at 4:00 PM
- After 4 PM, everyone in the exhibit hall must be wearing a badge. As soon as all members of the public are out of the exhibitor area, CURTIN will begin returning containers to booths as quickly as possible.
- **All exhibitor booths must be clear, and all boxes packed and labeled by 8:00 PM Sunday, February 12th.**

CURTIN will be handling **all** outbound **UPS and FedEx** shipping at the close of the Fair. **To use UPS or FedEx**, you must provide the following:

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- All shipping materials, such as boxes, tape, address labels, etc.
- **You must have a pre-paid/printed UPS or FedEx Label for each box.** Each box must have a pre-paid label before you leave the Fair on Sunday night.
- A filled-out CURTIN **Bill of Lading (BOL) with box count/tracking numbers**, prior to CURTIN removing any freight from the Pasadena Convention Center.
 - BOL forms will be distributed to exhibitors before the close of the Fair
 - The carrier (on the BOL) **MUST** be listed as CURTIN -UPS or CURTIN -FedEx
 - Maximum weight per container is 150 pounds
 - No international shipping, except for Canada
 - No "Next Day" or "Second Day" UPS or FedEx shipping
 - All shipments must be insured!
- Once your boxes are packed, sealed and labeled with your UPS or FedEx pre-paid labels, you must submit your Bill of Lading (BOL) to CURTIN Service Desk. It is extremely important that you turn these forms in directly to CURTIN to assure your packages are not lost.
- **A member of CURTIN must check that all your items are correctly labeled before you leave the Pasadena Convention Center.**
- CURTIN will collect your items and store on locked trailer (security guard will guard trailer overnight); Curtin will deliver the UPS/FedEx shipments to the UPS/FedEx terminals on **Monday, February 13, 2023.**
- **Please be aware that CURTIN and Doucet Productions will not be liable for any lost or damaged shipments.**

RETURN ADDRESS FOR UPS SHIPMENTS:

UPS Customer Center
556 S Fair Oaks Ave #101
Pasadena, CA 91105

Number of boxes (box # ___ of ___)

RETURN ADDRESS FOR FEDEX SHIPMENTS:

FedEx Ship Center
135 N Los Robles Ave, Suite 120
Pasadena, CA 91101

Number of boxes (box # ___ of ___)

If you cannot ship either using UPS or FedEx following the listed guidelines, you may arrange for alternative shipping of your own or use CURTIN's carrier YRC Freight. *Please check in with Curtin Service Desk at show-site for more information.

INSURANCE

Exhibitors must **insure** their own property against the risk of theft, fire, burglary, breakage, leakage and water damage, and the risks of transport to and from the Pasadena Convention Center. Fair Management, Curtin Convention & Exposition Services, Inc., the ABAA, and/or the Pasadena Convention Center shall not be liable to the exhibitor, its employees, agents or representatives or any other person for injury, damage or loss whatsoever, arising from any cause whatsoever. The exhibitor agrees to indemnify and hold Fair Management harmless from and against any claims whatsoever for injury, loss or damage resulting from any action or omission of the exhibitor or its employees, agents, or representatives.