

AMERICAN PLANNING ASSOCIATION CALIFORNIA CONFERENCE MATERIAL HANDLING INSTRUCTIONS

INBOUND SHIPMENTS

- STL, Ltd. is the official material handling contractor for this event.
- STL, Ltd. is responsible for coordinating incoming and outgoing freight at the show site, keeping aisles clear, and maintaining efficient operation for the show as a whole.

SHIPPING IN ADVANCE TO THE STL WAREHOUSE

- **The Sacramento Convention Center has no facilities for receiving and handling exhibitor shipments.** STL will store freight up to 30 days prior to the show and deliver your freight to your booth space to be ready for your arrival. Please refer to the Material Handling Rates and Order Form included in this packet. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- **SHIPMENTS SHOULD ARRIVE AT THE STL WAREHOUSE NO LATER THAN SEPTEMBER 19 TO QUALIFY FOR THE BEST PRICING.**
- **Freight will still be accepted at the STL warehouse through September 21, but will be subject to an additional 25% surcharge for late arrival after September 19.**
- *For the best pricing, consolidate shipments as much as possible to avoid multiple shipment premiums. Multiple pieces received at varying times may be subject to daily weight minimums. Shipments received at one time avoid these charges.*

SHIPPING DIRECTLY TO SHOW SITE

- ***Freight shipped directly to the Sacramento Convention Center must be consigned to STL and scheduled for delivery no earlier than Friday, September 22.*** Shipments should be scheduled for delivery between 12:00 p.m. – 4:00 p.m. Please refer to the Material Handling Rates and Order Form included in this packet. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- **DIRECT SHIPMENTS SHOULD ARRIVE NO EARLIER THAN FRIDAY, SEPTEMBER 22. SHIPMENTS WILL BE RECEIVED AT THE CONVENTION CENTER BETWEEN 12:00 PM – 4:00 PM.**
- Shipments delivered to the Sacramento Convention Center prior to 12:00 p.m. Friday, September 22 may be refused by the facility. Freight that is received at the show site prior to 12:00 p.m. September 22 is subject to an additional 25% surcharge for early arrival.

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: APA CONFERENCE
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811
TO ARRIVE BY SEPT. 19**

CARRIER: _____

PIECE # _____ OF _____

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: APA CONFERENCE
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811
TO ARRIVE BY SEPT. 19**

CARRIER: _____

PIECE # _____ OF _____

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: APA CONFERENCE
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811
TO ARRIVE BY SEPT. 19**

CARRIER: _____

PIECE # _____ OF _____

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: APA CONFERENCE
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811
TO ARRIVE BY SEPT. 19**

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: APA CONF - C/O STL, LTD.
SACTO CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95815
TO ARRIVE NO EARLIER THAN SEPT. 22

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: APA CONF - C/O STL, LTD.
SACTO CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95815
TO ARRIVE NO EARLIER THAN SEPT. 22

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: APA CONF - C/O STL, LTD.
SACTO CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95815
TO ARRIVE NO EARLIER THAN SEPT. 22

CARRIER: _____

PIECE # _____ OF _____

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EXHIBITION FREIGHT

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DIRECT SHIPMENT

TO: _____
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BOOTH #: _____

FOR: APA CONF - C/O STL, LTD.
SACTO CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95815
TO ARRIVE NO EARLIER THAN SEPT. 22

CARRIER: _____

PIECE # _____ OF _____



STL, Ltd.
 950 Richards Blvd.
 Sacramento, CA 95811
 (916) 447-5000
 FAX (916) 447-1133
 expo@stilltd.com

**AMERICAN PLANNING ASSOCIATION CALIFORNIA CONFERENCE
 OUTBOUND SHIPMENT INSTRUCTIONS**

Plan ahead for outbound service after the event, it will save you time and money!

- STL, Ltd. will be on site to assist with your outbound shipments.
- You are responsible for making arrangements with your carrier for **pick up prior to 11:00 a.m. Tuesday, September 26.**

QUICK SERVICE GUIDE

- A. Notify your carrier of the pick up times in advance, refer to the schedule and pick up address below.
- B. Print your outbound shipping labels in advance and send them to the show with your materials.
- C. Notes regarding proper labeling for UPS and FedEx shipments:
 - a. UPS will only accept pre-printed, bar coded labels.
 - b. FedEx will only accept pre-printed, bar coded labels for Ground service shipments. FedEx Express or 3 Day Saver shipments can be labeled with hand completed airbills, which must include your FedEx account number.
- D. Once on site, pick up an STL Bill of Lading from our Service Desk.
- E. When you are packed up, and all pieces are properly labeled, leave your shipment in your booth and return the completed STL Bill of Lading, with accurate piece count and description to the Service Desk (This is in addition to any carrier Bill of Lading you have for your freight).
- F. STL will handle it from there!

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| SHOW CLOSING: Monday, September 25 – 5:00 p.m. | SHOW SITE PICK UP ADDRESS: Exhibitor Name / Booth # APA Conference c/o STL, Ltd. Sacto Convention Center Loading Docks 1401 K Street Sacramento, CA 95815 |
| CARRIER CHECK IN: Tuesday, September 26 – 8:30 a.m. – 10:30 a.m. | |
| FREIGHT FORCED OFF THE FLOOR: Tuesday, September 26 – 11:00 a.m. | |

MATERIALS LEFT ON THE SHOW FLOOR AFTER SHOW CLOSING

- **Please note that it is not common for FedEx or UPS to guarantee a morning pick up.** In the event that your shipment is not picked up from the show site prior to 11:00 a.m. Tuesday it will be re-routed, via STL, Ltd.'s choice of carrier, or returned to the warehouse for pick up on Wednesday, September 27.
- Additional charges apply for these services and will be charged as detailed below.

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| Return to Warehouse Fee: \$30.00/100# - \$90.00 minimum per shipment |
| Missing / Incomplete Bill of Lading: \$80.00 per shipment |
| Missing / Incomplete Shipping Labels: \$80.00 per shipment |

WAREHOUSE PICK UP ADDRESS: Exhibitor Name/Booth #
 APA Conference
 c/o STL, Ltd.
 950 Richards Blvd., Sacramento, CA 95811