

## 1 PICK THE RIGHT SHIPPING OPTION



### Advance Warehouse – preferred method & often the most cost-effective

- Save exponentially by shipping standard instead of overnight
- Broader date range for advanced receiving allows for on-time delivery
- Broader range of dates to prevent additional off-target fees
- AGS delivers from warehouse to booth before exhibitor move-in begins

### Direct to Show Site – more costly option best for last-minute items

- Very limited delivery window without incurring additional charges
- Risks an additional fee of 30-35% for being delivered off-target
- Delivered during move-in, less time for exhibitor set-up
- Last minute subject to carriers' delays

VISIT THE AGS EXHIBITOR SERVICE MANUAL FOR ALL KEY DEADLINES

## 2 TAKE A SMARTER APPROACH TO MATERIAL HANDLING

**Material Handling** – a fee on all deliverables based on weight. The fee includes unloading your shipment from the inbound carrier, storing your shipment for up to 30 days (if shipping to Advance Warehouse), delivering all materials to your booth, storage of empty containers during the event, and loading on to your outbound carrier at the close of the event

### 5 Ways To Cut Material Handling Costs:

- **Consolidate Shipments:** Material Handling is charged per shipment with a 200lb minimum
- **Cartload Service:** Pay flat rate when you bring materials yourself (under 100lbs)
- **Small Package (under 30lbs):** ship direct, not advance, to avoid the 200lb minimum charge
- **Check Your Address:** Confirm that you are shipping to the correct address based on the delivery date to avoid off-target charges and delayed or refused packages
- **Material Handling Waived:** When you order your graphics & displays from AGS

### 3 ORDER BOOTH ITEMS BEFORE ADVANCE DEADLINE

- Save money by ordering furnishings, labor & services ahead of advance deadline
- Furnishings ordered through AGS are delivered free of material handling fee
- Ancillary services must be ordered from the specialty contractors listed in the Exhibitor Services Manual

#### DEADLINES FOR MAXIMUM COST SAVINGS

**Furnishings**  
2 weeks before show

**Graphics**  
10 days before show

**Custom Exhibit**  
10 days before show

### 4 ORDER YOUR DISPLAYS & GRAPHICS THROUGH AGS & SAVE

- Free Shipping
- Free booth consultation & designs
- Discounts on Furnishings up to 40%
- Free installation & dismantle



#### HELPFUL LINKS

[New Display Catalog](#)

[Free Design Options](#)

[AGS graphics requirements pdf](#)

### UNDERSTANDING LABOR CHARGES

Labor costs vary by venue. All labor is subject to local labor laws and some venues require union labor. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by AGS Expo Services. This ensures that you receive insured labor for booth construction and certified operators for machinery such as forklifts and highlifts.

- Labor is charged at an hourly rate
- Straight Time Rate: Monday-Friday, 8am - 4:30pm
- Overtime Rate: Saturdays and times outside Straight Time Rate
- Depending on the city and state where the event is held, Sundays and Holidays may be charged at a Double Time Rate

## QUESTIONS?

AGS Exhibitor Services

Monday - Friday from 8am - 5pm EST

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | Order [Services](#) 24/7