

AXPONA

AUDIO EXPO NORTH AMERICA



Logistic Services

Shipping Information: Freight Forwarding / Transportation

AFC LS Exhibitor Services Contact:

Felicia Burton

felicia.burton@afcls.com

877-837-3178 (P) 678-354-1183 (F)

AFC LS – Onsite Information Desk:

An AFC LS onsite information desk will be available at the show on the Lobby Level near **The Marketplace**

AFC LS Onsite Information Desk Hours:

Thursday, April 20th 8:00 AM- 5:00 PM

Sunday, April 23rd 12:00 PM-9:00 PM

If you have any question please contact AXPONA's primary freight contact, Felicia Burton, at the above number or reach-out to AXPONA's Operations Team, Lou Mancini, 203 416 1926, lou@jdevents.com or Melissa Cercone, 203 416 1928, melissa@jdevents.com.

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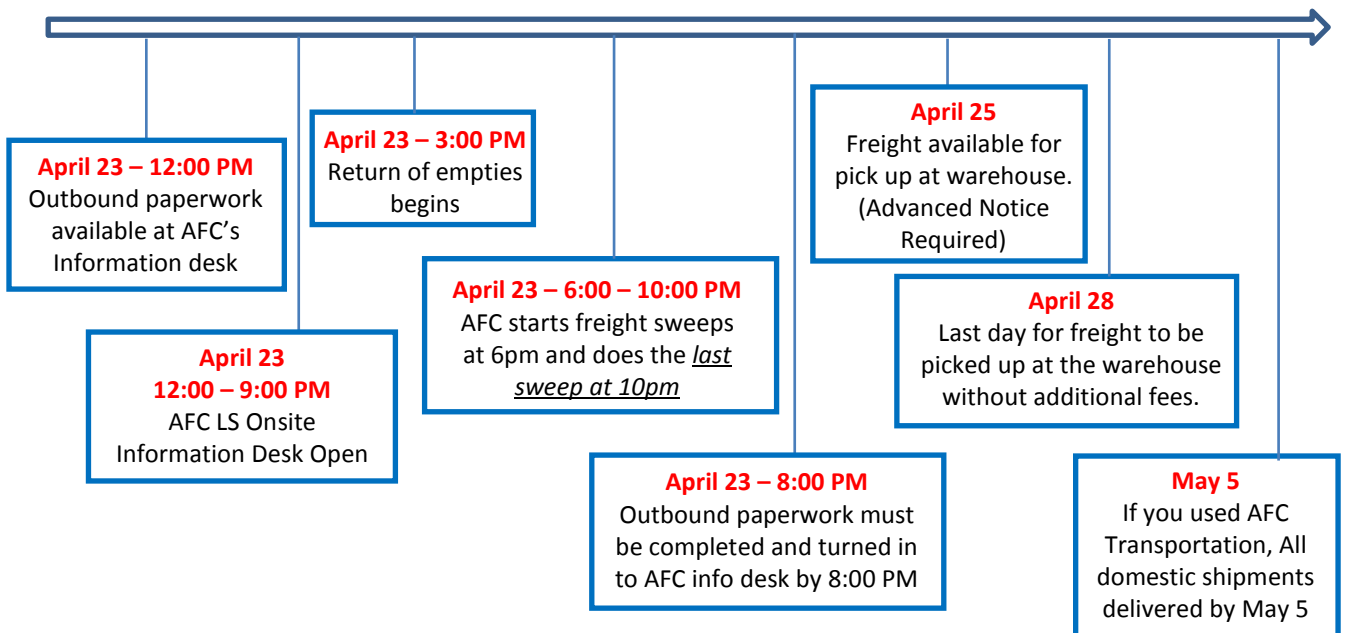


Logistic Services

Inbound / Move In Timeline



Outbound Timeline



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Logistic Services

General Information

AXPONA offers exhibitors three options to get their goods and exhibition materials to the Westin.

Options:

- **Hand Carry – Use Own Trucks, Vans, Cars** – Exhibitors can hand carry their own merchandise to the Westin.
Exhibitors are responsible for bringing their own moving equipment and will be held liable for any damage to the hotel.
AFC LS will have limited moving equipment available for rent as well as limited labor for those who need it. Equipment and labor is on a first come, first serve basis.
- **Drayage Only/AFC Advanced Warehouse (info starts on page 4)** – Exhibitor arranges freight transportation to the Advanced Warehouse through a carrier of their choice. AFC LS will move the goods from the Advanced Warehouse to the show site. Drayage fees apply.
- **AFC Transportation (info starts on page 7)** - AFC LS will transport your goods from origin location (office, store, etc) to the show site. Transportation price includes drayage. Shipping tariff applies.

Third Party Freight Carriers - Delivery to the Hotel – Third Party Freight Carriers will not be allowed to deliver directly to the Westin. The Westin will not accept freight and shipments will be refused.

Shipping Label – AFC Advanced Warehouse & AFC Transportation

All shipments sent to the AFC Advanced Warehouse or all shipments being sent via AFC Transportation should be labeled accordingly:

**AFCLS/ALG Worldwide
c/o AXPONA 2017
745 Dillon Drive
Wood Dale, IL 60191**

For: (Your Company Name and Room Number)

Important Note: Please make sure all old labels are removed or blacked out.

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Logistic Services

Empty Carton/Crate/Box Storage

Exhibitors should use their room's bathroom for storage first.

If you have additional boxes or crates that need to be removed you will need to make arrangements with AFC by 3:00 PM on Thursday, April 20th. The Storage cost is \$125. (up to 4 skid spots). AFC will start doing sweeps for pre-arranged empties at 10:00 AM on Thursday, April 20th and will do the final sweep for pre-arranged empties at 4:00 PM on Thursday, April 20th.

Only the empties in the hallway that are pre-arranged for storage will be picked up.

There are no pickup services on Friday, April 21 for empties.

During move out the first empties will start to be returned at 3:00 PM.

Oversized Freight 48"W x 72"H or larger.

Oversized freight will need to be broken down on the ground level and will result in additional labor charges. Exhibitors must be present while AFC LS breaks down the freight. Labor charges may apply.

Freight Larger than 32" W

Any crate, case or box that is larger than 32"W will need to be broken down outside the freight elevator on each floor due to the size of the exit doors in the freight elevator area. Once AFC LS breaks down the freight it will be brought to the exhibit room via dolly/cart.

Pallets

Regular sized Pallets (see oversized freight above) will need to be broken down outside the freight elevator on each floor due to the size of the exit doors in the freight elevator area. Once AFC LS breaks down the pallet the freight will be brought to the exhibit room via dolly/cart.

Freight Elevator

6'10" High

40" Wide

62" Deep

The ceiling in the elevator is dry wall and cannot be removed.

AXPONA needs to know how you plan on getting your freight to the Westin.

Are you using AFC? – Advanced Warehouse or Transportation

Will you need access to the Truck Dock?

Are you Hand Carrying?

Please notify Melissa Cercone by March 10th. You can email her your plans or call her, Melissa@jdevents.com or 203-416-1928.

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Logistic Services

Freight Handling – Drayage / AFC Advanced Warehouse

Advanced Warehouse Receiving Dates

Monday, April 3rd through Friday, April 14th **

**Shipments received at the warehouse after April 14th are subject to a \$75.00 surcharge.

Shipping Label:

All shipments should be addressed EXACTLY as follows:

AFCLS/ALG Worldwide
c/o AXPONA 2016
745 Dillon Drive
Wood Dale, IL 60191

For: (Your Company Name and Room Number)

****Failure to properly label freight may cause delay and mis-delivery. Vendor will be responsible for all additional charges to re-consign and re-direct mis-delivered freight.**

IMPORTANT! If shipping multiple pieces on Skids/Pallets - Please label each piece of your shipment with vendor name and room number.

Warehouse Contact Information

Felicia Burton Phone: 877-837-3178 Fax: 678-354-1183 Email: felicia.burton@afcls.com

Delivery to Show Site

All shipments going through the warehouse will be delivered directly to the assigned room by Thursday April 20th at 8:00am.

Drayage Fees (From warehouse to show site & show site to warehouse)

The Drayage fee schedule for transportation to and from the show site(s) is as follows:

Minimum Charge **\$160.00 (one way)**

Up to 1999 pounds **\$0.35 per pound (one way)**

2000 pounds or more Please call AFC for additional savings

Example: box weights 300lbs. 300 x .35 = \$105 Your charge would be \$160.00

Example: Crate weights 1005lbs. 1005 x .35 = \$351.75 Your charge would be \$351.75

Drayage fee info continued on next page...

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Important Note - How Drayage Fees Are Assessed: Drayage fees are assessed each way. For example, if you have 1 box that weighs 1005lbs and your drayage fee is \$351.75 (see example above) on the way to the show site that same box returning to the warehouse may only weigh 675lbs which means your drayage fee returning to the warehouse is \$236.25.

Drayage Fee Waiver: The drayage fee will be waived if AFC provides freight transportation to and from the show and the origin is outside of the Chicago area.

The Fuel surcharge will not be charged on drayage but will be assessed on all inbound and outbound transportation if using AFC transportation.

AFC Release of Room

Vendors will not be allowed to take possession of rooms until AFC has released the room and confirmed freight has been delivered to the room.

Oversized Freight 48"W x 72"H or larger.

Oversized freight will need to be broken down on the ground level and will result in additional labor charges. Exhibitors must be present while AFC LS breaks down the freight. Labor charges may apply.

Freight Larger than 32" W

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62" Deep

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Logistic Services

Move Out – Outbound Freight Handling / Drayage

AFC Onsite Information Desk – Sunday, April 23rd from 12:00 PM – 9:00 PM

Outbound Paperwork – Must be completed and handed in by 8:00 PM at the AFC Onsite Information Desk

AFC will begin freight sweeps at 6:00 PM. Last sweep is at 10:00 PM.

All shipments will be palletized at the hotel for transport back to the Advanced Warehouse. Upon receipt at the warehouse, items will be re-weighed.

Carriers can pick up from the AFC warehouse between April 25th and April 28th.

Additional Fee: Any shipments remaining in the Warehouse after April 28th will be subject to additional warehousing fees. The fee is \$75/week. For example, if your carrier picks up from the warehouse on May 3rd you will be charged an additional \$75 or if your carrier picks up from the warehouse on May 9th you will be charged an additional \$150.

AFC Transportation - Inbound

Shipping Dates

Monday, April 3rd through Monday, April 10th***

***After April 10th tariff pricing may be different.

Contact Felicia Burton - Phone: 877-837-3178 Fax: 678-354-1183 Email: felicia.burton@afcls.com

Shipping Label:

All shipments should be addressed EXACTLY as follows:

AFCLS/ALG Worldwide
c/o AXPONA 2017
745 Dillon Drive
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For: (Your Company Name and Room Number)

IMPORTANT!

If shipping multiple pieces on Skids/Pallets - Please label each piece of your shipment with vendor name and room number.

****Failure to properly label freight may cause delay and mis-delivery. Vendor will be responsible for all additional charges to re-consign and re-direct mis-delivered freight.**

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Logistic Services

AFC Transportation Contact Information

Felicia Burton Phone: 877-837-3178 Fax: 678-354-1183 Email: felicia.burton@afcls.com

Shipping Fees - To & From AXPONA 2017

Shipping From All Zones: **Minimum \$160.00**
\$0.70 per pound up to 1999 pounds
\$0.63 per pound above 2000 pounds
Dimension weight will be used if higher than actual weight
(Length x Width X Height/200)

Must ship by April 10th in order for rates to apply

There is an 18% fuel surcharge

Oversized Freight 48"W x 72"H or larger.

Oversized freight will need to be broken down on the ground level and will result in additional labor charges. Exhibitors must be present while AFC LS breaks down the freight. Labor charges may apply.

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AFC Transportation - Outbound

AFC Onsite Information Desk – Sunday, April 23rd from 12:00 PM – 9:00 PM

Outbound Paperwork – Must be completed and handed in by 8:00 PM at the AFC Onsite Information Desk

AFC will begin freight sweeps at 6:00 PM. Last sweep is at 10:00 PM.

All shipments will be palletized at the hotel for transport back to the Advanced Warehouse. Upon receipt at the warehouse, items will be re-weighed.

Outbound shipping will begin on Tuesday, April 25th and domestic deliveries will be completed no later than Friday, May 5th.

International transit times will be quoted per shipment.

AFC Transportation - Potential Shipping Fees

- Lift gate pick up or delivery \$50.00 per occurrence.
- Inside pick up or delivery \$0.03 per pound or \$15.00 minimum, per occurrence.
- Residential pick up or delivery \$35.00 per occurrence.
- 2-man pick up or delivery \$75.00 per occurrence.
- Waiting time will be billed at \$60.00 per hour, pro-rated in 15 minute increments, first 15 minutes will be free.
- Weekend pick up or delivery \$125.00 per occurrence.
- Special Pick up or delivery \$60.00 per occurrence (“special is defined as any pick up or delivery that is between 1700-0800, or any pick up or delivery that has a window of less than 3 hours or is time specific).
- Beyond pick up or delivery \$0.15 per pound or \$25.00 minimum (“beyond’ is defined as a pick up or delivery that is 30 miles or more from a major metropolitan area).
- Bill of Lading preparation is \$5.00 per occurrence.
- Dispatching fee \$5.00 per occurrence.

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- Additional insurance can be purchase at a rate of \$0.70 per \$100.00 of requested value; a minimum of \$30.00 will apply.
- Local pick or delivery \$0.20 per pound, \$45.00 minimum.
- 18% Fuel Surcharge will apply to all shipments.

Other AFC Services & Fees

- A collections fee of \$75.00 per occurrence will apply to any payment that is declined, or is not collected at the show.
- AFC will offer labor for unpacking, moving, general labor at \$30.00 per man hour; one (1) hour minimum applies.
- Empty Crate/Carton Storage: Labor costs are incurred.



Logistic Services

P.O Box 741080
Atlanta, GA 30384-1080

CREDIT CARD AUTHORIZATION FORM

(3% TRANSACTION FEE APPLIES)

Date: _____

Customer Name: _____

Account Name: _____

Account Number: _____

Customer Address: _____

Telephone Number: _____

Account Holder Name: _____

Credit Card Number _____

Expiration Date _____

Security Code: _____

Transaction Amount: \$ _____

Invoice Numbers: _____

The issuer of the card identified on this form is authorized to pay the amount shown above upon proper presentation. I promise to pay the amount above (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

Authorized Signature: _____

Approval Code: _____



Logistic Services
"Beyond Expectations"

1631 Phoenix Blvd Ste 7
College Park, GA 30349
(877) 837-3178 phone
(678) 354-1183 fax

PLACE COPY OF PRO NUMBER HERE

EXHIBIT FREIGHT BILL OF LADING

Shipper to Complete

From: Shipper Name (Exhibitor)

c/o _____
Address _____

City _____ State _____ Zip _____
PH# _____ CONTACT _____

To: Consignee name
AFCLS/ALG WORLDWIDE
c/o _____
Address _____
745 DILLON DRIVE

City _____ State _____ Zip _____
WOOD DALE IL 60191
Show Name _____ Room Number _____
AXPONA 2017

Invoice charges to 3rd Party

Address _____

City _____ State _____ Zip _____

Attention _____ Phone _____

FREIGHT CHARGES ARE: PREPAID COLLECT

 CREDIT CARD- *Credit Card Authorization must be attached.*
Special Instructions:

If going to a show, please check one:
 Advance Warehouse. Deliver by _____
 Show Site, target move-in date _____

PIECES	DESCRIPTION	WEIGHT	DIMS (required)
	SKID -		
	CARTONS -		
	CASES -		
	ROLLS -		
	*****INSURANCE \$*****		

NOTE 1 DECLARED VALUE. Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____.
NOTE 2 Liability limitation for loss or damage on this shipment may be applicable.

NOTE 3 Commodities requiring special or additional care or attention n handling must be so marked and packaged as to ensure safe transportation with ordinary care.
NOTE 4 In tendering this shipment, the Shipper and Consignee agree to the terms and conditions which no agent or employee of the parties may alter. All terms, including, but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

The property described above is in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined, as indicated above which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the terms and conditions at www.afcls.com, which are hereby agreed to by the shipper and accepted for himself and his assigned. Where a third party to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation.

Exhibitor/Company Name		AFC Employee Name		
Signature	Print Name	Signature	Date	Pcs Recd

IACSP

AFC LS LLC is in compliance with its FAA approved Indirect Air Carrier Security Program in accordance with F.A.R. part 109 and our IAC number assigned by the TSA is SE1004003. Cargo accepted from an unknown shipper(s) has either been screened by us or identified by us for screening by the passenger air carrier. This IAC understands that any intentional falsification of certifications to an air carrier may be subject to both civil and criminal penalties under 14 CFR 108.4 and title 18 USC1001.

TERMS AND CONDITIONS

Definitions

On this waybill, "Forwarder" refers to AFC LS LLC, its employees, and agents. "Shipper" on this contract means the party from whom the shipment is received, the party who requested the shipment be transported by Forwarder, and party having an interest in the shipment, and any party who acts as an agent for any of the above.

Agreement to Terms

In tendering this shipment, the shipper agrees to these Conditions of Contract of Carriage, which no agent or employee of the parties may alter, and that this shipping document is non-negotiable and has been prepared by the shipper. The shipper certifies and represents to Forwarder that the information inserted on the face of this shipping document is complete and accurate. It is agreed among the parties involved that the conditions of contract of carriage for this shipment are governed by Forwarder's service guide, available for inspection at Forwarder's office, and which is hereby incorporated into this contract, and a copy of which will be supplied upon request. Except to the extent of any written contract between shipper and Forwarder, this shipping document supersedes and negates any claimed, alleged or asserted oral or written contract, promise, representation or understanding between the parties with respect to this shipment.

Packaging

Shipper warrants that each package in this shipment is properly and completely described on this shipping document, is properly marked and addressed, is packaged adequately to protect the enclosed goods to ensure safe transportation with ordinary care in handling, and except as noted, is in good order and condition.

Shortages/Damages

At time of delivery, the consignee must note on the delivery receipt any exceptions to the shipment that would indicate a discrepancy (shortage in the shipment or damage to the containers). The consignee may not inspect the contents of the containers until the consignee signs for the shipment on the delivery receipt. NOTE: Such notations as "subject to inspection" and "subject to recount" are not exceptions.

NOTE: A shipment in which delivery is made in exchange for a clear delivery receipt shall be prima facie evidence of having received the shipment in apparent good condition.

NOTE: Under no circumstances shall Forwarder be liable for loss and/or damage to external shipping container of any kind.

Filing a Claim

A. All claims on air shipments (except concealed loss/damage) must be received in writing by Forwarder within 90 days after Forwarder accepted the shipment. Notice of concealed loss/damage must be received in writing by Forwarder within fourteen (14) days after delivery. Legal action to enforce a claim must be brought within one (1) year after the claim has been denied in writing by the Forwarder, in whole or in part. The parties hereto waive all rights and remedies under 49 U.S.C 14706 (e).

B. Notification of potential claims on ground shipments (except concealed loss/damage) must be received by Forwarder within fifteen (15) days of the date of delivery or, in the event of total loss of the shipment, the date the shipment should have been delivered. Notice of concealed loss/damage must be received in writing by Forwarder within seven (7) days after delivery. All claims must be received in writing by Forwarder within nine (9) months of the date the shipment did or should have delivered. Any civil action on a claim must be brought within two (2) after the claim has been denied in writing by the Forwarder, in whole or in part.

NOTE: The expiration of these time periods shall be complete and absolute defense to any such action or proceeding, without regard to any mitigating or extenuating circumstance or excuse.

No claim for loss/damage to any shipment shall be honored until all carriage charges for such shipment have been paid. The amount claimed may not be deducted from carriage charges.

Concealed Damage/Loss

If the consignee accepts the shipment without noting any damage on the delivery record, this will be prima facie evidence that the shipment was delivered in good condition. For the claim to be processed, the shipment, together with the shipping cartons and packaging, must be available for inspection.

Limits of Liability and Limitations Not Assumed

The parties hereto waive all rights and remedies under 49 U.S.C 14706 (a)(1). Forwarder shall not be liable in any event for any special, incidental or consequential damages, including but not limited to loss of profits, income, interest, utility or loss of market, whether or not Forwarder had knowledge that such damages might be incurred.

Forwarder's liability, in absence of a higher declared value for carriage, is limited to \$50.00 per shipment or \$0.50 per pound, per piece, of cargo lost, damaged, misdelivered or otherwise adversely affected, whichever amount is greater, but in no event shall amount exceed the actual invoice value of the goods or damages sustained by shipper. This limitation is further subject to provisions as published in Forwarder's service guides if and as applicable in effect at the time of this shipment. Declared values for carriage in excess of \$0.50 per pound, per piece, shall be subject to an excess valuation charge. The charge for each additional \$100 of declared value is \$0.85. Declared value does not constitute cargo insurance.

Unless each piece of the shipment has a declared value stated and is specifically identified on the Forwarder's shipping document at the time of the shipment and is so identified on the delivery receipt as being lost, damaged, destroyed, or otherwise adversely affected at time of delivery, Forwarder shall be liable for the "average declared value" of the shipment. The "average declared value" of the shipment shall be determined by first dividing the total declared value of the shipment by the total weight of the shipment. This figure, multiplied by the packaged weight of the piece(s) adversely affected, shall then establish the amount of Forwarder's liability. The total declared value amount must be inserted in the Declared Value box on the face of this shipping document. Forwarder's liability shall in no event exceed the actual invoice value of the goods adversely affected.

Forwarder shall not be liable for loss, damage, delay or monetary loss of any type caused by: Acts of Gods; public authorities acting with actual or apparent authority; strikes; labor disputes; weather; mechanical failures; aircraft failures; civil commotions; acts or omissions of customs or quarantine officials; the nature of the freight or any defects thereof; public enemies; hazards incident to a state of war; acts of terrorism; and by acts, defaults or omissions of the shipper or consignee for failure to observe the terms and conditions of the contract of carriage contained in this shipping document, including but not limited to improper packaging, marking, incomplete/inaccurate shipping instructions and the rules relating to freight not acceptable for transportation or freight acceptable only under certain conditions outlined below.

Restricted/Unapproved Commodities

Unless otherwise expressly provided in Forwarder's service guide and subject to any conditions or restrictions contained therein, the following articles will not be accepted for carriage: any shipment prohibited by law; original works of art, antiques, bonds, coins of any kind, currency, currency equivalents, furs, fur clothing, gems or stones (cut or uncut), industrial diamonds, gold or silver, coined concentrates, jewelry (other than costume jewelry), pearls, precious metals, securities (negotiable), time sensitive written material (e.g., bids, contract proposals, etc), when the declared value exceeds \$0.50 per pound; household goods and/or personal effects, one-of-a-kind articles or models, prototypes, valuable rugs (i.e., Oriental rugs, Persian rugs) and prints or lithographs when the total declared value of the shipment exceeds \$500.00 or when the declared value exceeds \$0.50 per pound, per piece; and such other articles provided in Forwarder's governing service guide. Forwarder shall not be liable for any loss, damage, delay, liabilities or penalties resulting from the transportation of any of the foregoing articles, however described or misdescribed in this shipping document, and no employee of agent or Forwarder has any authority to accept for transportation such articles or to waive the limitations herein contained.

Insurance

Insurance coverage is based on the Forwarder's open insurance policy in effect on the date of the shipment. Failure to properly complete the insurance option on the front of this shipping document shall void the coverage this option affords. Failure to insert at least the full invoice value of the shipment shall reduce any insurance payment proportioned by the applicable percentage that the shipment was so under-insured. There are exceptions and/or special insuring conditions to the insurance option. Contact Forwarder for details, as the cargo insurance policy is subject to limits, terms and conditions and shall be construed to be a contract directly between the shipper and the insurer.

Responsibility for Payment

The shipper and the consignee shall be liable jointly and severally for all unpaid charges payable on account of this shipment pursuant to this contract and to pay or indemnify Forwarder for claims, fines, penalties, damages, costs (storage, handling, reconignment, return of freight to shipper, etc.) or other sums which may be incurred by Forwarder by reason of any violation of this contract or any other default of the shipper or consignee or their agents.

Indemnity

Shipper and consignee shall hold Forwarder and its agents harmless for loss/damage/delay or any monetary losses which are a result of auxiliary services including but not limited to local cartage, crating, uncrating, packing, and unpacking which are requested by the shipper or consignee and arranged by Forwarder as a customer service unless such services are actually performed by Forwarder or its agents.

Right to Inspect/Reject

This shipment is subject to inspection by Forwarder; however, Forwarder is not obligated to perform such inspection.

Shipments are subject to security controls by carriers and, where appropriate, by government agencies. Copies of shipping documents will be retained until the shipment is delivered.

Forwarder reserves the right to reject a shipment when such shipment would be likely to cause delay or damage to other shipments, equipment, or personnel or if the shipment is prohibited by law, or if the shipment would violate any terms of this waybill or Forwarder's current Service Guide.

Indirect Air Carrier Standard Security Program

Cargo items tendered for air transportation are subject to aviation security controls by air carriers and when appropriate, other government regulations. Copies of all relevant shipping documents showing the cargo's consignee, description, and other relevant data will be retained on file.

Shipper Signature: _____ Date: _____