



A Division of Unique, Inc.



Shipping Services
SiJCP Train The Trainer July 2019 Show
Plano, Texas

Thank you for submitting your shipment registration form

There's a few things you need to complete to finalize your shipment registration.

Final Steps for Completion:

- 1) Review the Shipping Summary and provide any missing information (page 2)
- 2) It includes a recap of what you submitted and the cost for handling
- 3) Complete the "Materials Handling Payment" Form (page 3)
- 4) Submit the following to: **SiJCP@merestone.com**
- 5) **Materials Handling Payment Form**
- 6) **Include the Shipping Summary form with any missing information you added**

We are excited to help you with the success of your show, so please contact us if you have any questions.

Thank you

MERESTONE

Important notes: Warehouse is not temperature controlled : Hazardous materials will not be accepted at the warehouse.

MERESTONE | 6005 COMMERCE DRIVE SUITE 300 | IRVING, TEXAS 75063 | P: 844.755.7728 | F: 480.945.0509 | Melanieerb@merestone.com



A Division of Unique, Inc.

2019 SiJCP Train the Trainer Show

JCP HQ, Plano, TX & Cascade's, The Colony, TX

July 7-13, 2019



SEPHORA

MATERIALS HANDLING PAYMENT FORM

Materials Handling Submission Deadline: Friday, June 28th, 2019

Exhibiting Company

Company: _____ Contact: _____
 Address: _____ City, State, Zip _____
 Phone: _____ Email: _____
 Fax: _____ Booth # _____

Payment Methods

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid before start of show.
- Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to start of show
- Orders received without full payment or credit card information will not be processed.
- A 5% convenience fee is added to all credit card charges
- Submitting credit card information and signature indicates agreement with the Merestone

Check or Money Order Payable to Merestone

- ACH or Bank Wire: Contact Merestone "accounting@merestone.com" or "SiJCP@merestone.com" Phone: 844.755.7728
- International checks must be drawn on a U.S. Bank, U.S. funds account only - International check processing fee: \$35.00
- Please include name and booth number on all payments

Credit Card Payment

Cardholder's name (please print): _____
 Authorized Signature: _____
 Cardholder's Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____
 Visa MC AMEX _____
 EXP _____ CVV _____

Signature: _____

Signing and submitting the Material Handling Payment Form constitutes acceptance of the Merestone Terms of Service
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MATERIALS HANDLING INFORMATION FORM

Exhibitors may only ship freight to the advance warehouse. Merestone will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees paid to Merestone for these material handling services, are separate from and independent of freight transportation charges, which are paid to a freight carrier such as UPS, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the Merestone warehouse, and all associated transportation fees.

Deadline and Info

- Receiving begins 15 business days prior to start of show. Shipments received before then, are subject to additional charges.
- Shipments received at the warehouse after the last day for the receiving shipments deadline, are subject to additional charges.
- Shipments sent C.O.D. will be refused
- Unmarked items that are sent to the warehouse are subject to a \$300.00 penalty
- Uncrated, unskidded, unpalletized, loose items, or individual boxes will be charged at the Special Handling rate.
- Hazardous materials will not be accepted at the warehouse.

Advance Warehouse Rates

All material handling fees are calculated based on the weight per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments that are uncrated, unskidded, unpalletized or loose items, will not be combined and each item will be rounded up to the nearest 100 lb increment to calculate the rate. Contact Merestone for assistance in estimating the weight of your shipment or completing the material payment form.

Warehouse material handling rates include the following:

Rates Include

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 15 days prior to the show.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Merestone Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, back to the advance warehouse and reloading onto exhibitor's designated out-bound carrier.

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MATERIALS HANDLING INFORMATION FORM

(Continued)

Inbound Bill of Lading | All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Merestone for such shipments. Billed weight is based on incoming weight. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by pound. This weight will prevail.

Shipping Label Information:

Advance Warehouse Shipping Address | To: "Beauty Brand Name"
2019 SiJCP TTT Show "Booth #"

C/O Merestone
6005 Commerce Drive Suite 300
Irving, Texas 75063

- Use this address and information on your inbound bill of lading
- Please use the freight labels provided on page 4 of this manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Merestone does not accept shipments that are not consigned to Merestone. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive between Wednesday June 12, 2019– Friday, June 28, 2019**

Empty Containers, Labels, Booth Cleaning | Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty Labels will be provided by the Merestone Representative onsite at the show. Affixing the labels is the sole responsibility of the exhibitor. Merestone assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show as they will be stored off site. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard. **All brands NOT presenting in the White Room will incur a \$120.00 cleaning fee per show date.**

Outbound Bill of Lading | Outbound shipping is not an automatic process. Outbound Bills of Lading (BOL) must be completed and turned in to the Merestone Representative: **Do not leave outbound Bills of Lading in your booth.** Exhibitors must pack the items they want shipped and adhere the shipping label to their crates, skids, pallets, containers or boxes. Should the exhibitor fail to schedule a freight carrier to ship their items, Merestone reserves the right to schedule delivery via FedEx Freight at the exhibitor's expense.

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Helpful Information

Merestone Customer Service

Phone: 844.755.7728 Fax: 480.945.0590 Email: Melanieerb@merestone.com

- Office Hours: 8:00AM - 4:30PM CST
- No telephone orders accepted: please complete and submit your order and credit card information to Merestone via fax or email.

Show Management

- Melanie Erb— Director of Event Logistics— Merestone
- Phone: 480-272-0168
- Email: Melanieerb@merestone.com

Shipping Receiving Material Handling Address

Advance to Warehouse

Special Handling Fees apply to shipments received before June 12th 2019 & after June 28th, 2019

To: Exhibiting Company
2019 SiJCP TTT Show "Booth #"

C/O Merestone
6005 Commerce Drive Suite 300

Exhibitor Schedule

- | | |
|---------------------|--|
| Exhibitor Move-In: | Please check with your Sephora Brand Manager for your specific move in time and date |
| Show Hours: | Please check with your Sephora Brand Manager for your specific show time and date |
| Exhibitor Move-Out: | Please check with your Sephora Brand Manager for your specific move in time and date |

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Helpful Information

Continued

Payment

Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Merestone regardless of payment method.
- All charges must be paid prior to start of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds; ACH bank draft, wire transfers and credit cards including VISA, MasterCard, and American Express.
- Purchase Orders are not considered payment: therefore, a payment method from above is required.

Cancellations

&

Adjustments

- Cancellations received after Friday, June 28th are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after start of the show.

Tax

Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after start of show.

Third Party

Payment

Billing

- The exhibitor is ultimately responsible for the payment of all charges. If no arrangements are made for payments of invoice(s) by a third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- All prices are in U.S. dollars (\$)

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MATERIAL HANDLING RATES & ORDER FORM

Fee Schedule	Standard Rates*	Special Handling Rate
		<i>Items received before 6/12/19 or after 6/28/19</i>
Advance to Warehouse: Crated, Skidded, or Palletized, loose items or boxes	\$135.00 per 100 lbs	\$195.00 per 100 lbs
Storage Rates: <i>(items received before 6/12/19 and</i>	\$10.00 per 100 lbs	N/A

***Standard Rates:** Rate per 100 lbs is based on shipments that arrive at the same time from the same carrier
Oversized and Overweight shipments that require a pallet jack or forklift to move will incur a \$250.00 surcharge plus (1) crew at a (2) hour labor minimum. \$88.00 hr/crew
Labor charges for shipments delivered direct to the venue are 2 Crew at 4hr minimum (Rate: \$88/hr/crew)

REQUIRED LABOR CHARGES

Labor Rates	
(All M&H shipments will have a mandatory labor charge for the delivery and removal of all items shipped / received. This will be billed at a minimum of (1) crew member and (2) Two Hour minimum)	\$88/hourly per crew

REQUIRED DELIVERY CHARGES

Scheduled Delivery (All deliveries inside show schedule)	\$300.00 Flat Fee
Unscheduled Delivery (RUSH DELIVERIES)	\$400.00 Flat Fee

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ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



A Division of Unique, Inc.

6005 Commerce Drive
Suite 300
Irving, TX 75063

2019 SiJCP TTT Show

Venue: JCP HQ Cascade's

Brand Name

Booth #

Late to warehouse charges apply after:

June 28th, 2019

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



A Division of Unique, Inc.

6005 Commerce Drive
Suite 300
Irving, TX 75063

2019 SiJCP TTT Show

Venue: JCP HQ Cascade's

Brand Name

Booth #

Late to warehouse charges apply after:

June 28th, 2019

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

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Merestone Terms of Service

1. Merestone shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Merestone shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Merestone shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Merestone bills of lading covering outgoing shipments which are tendered to Merestone by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Merestone shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Merestone by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Merestone shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Merestone shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Merestone's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Merestone is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Merestone's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Merestone within fifteen (15) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Merestone or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Merestone for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Merestone assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Merestone labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Merestone will assist in the preparation of Merestone bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Merestone shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Merestone relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Merestone for Drayage or any other services provided by Merestone as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Merestone at the beginning of the show for all such charges, and they further agree that any claim they may have against Merestone shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1.5% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Merestone is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Merestone hereunder are based on the value of the material handling services and the scope of Merestone's liability as set forth above.

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