

General Shipping Information

In order to process your shipment information, your Culinary Specialist will work with you to complete the shipment order form.

Your shipment will arrive approximately **three weeks** before your scheduled show date.

- You will be notified by e-mail when your shipment leaves our warehouse.
 - Attached will be the Bill of Lading so you may track your shipment (see example below)
- A shipment usually consists of 2-3 pallets of product, prizes and printed material. Each pallet is 3.5 feet square and approximately 5 feet high.
- The freight company will be instructed to call to arrange a delivery date and time, typically the day before delivery.
- **It is your responsibility to make arrangements to unload the shipment.** The truck driver is not contracted to move pallets within your warehouse or move individual boxes.
- An inventory slip with the current National Sponsor materials will be included in your shipment enclosed **in an envelope, labeled “Packing Slip Enclosed”** taped to the “Hold for Culinary Specialist Box A.”
- Assign someone to **THOROUGHLY** inventory the shipment as soon as possible. Remove all items from cartons labeled “Mixed Box” to obtain an accurate accounting of the shipment. If cartons or individual items are missing, let **Kaylie Ladwig** know immediately at **414-423-3872**. If requests are made more than 10 business days prior to your show, we will ship out the missing materials free of charge. Shipping costs for materials requested 10 or less business days prior to your show will be charged and itemized on your final invoice. For any shipping discrepancies not caused by Taste of Home (wrong address, inaccurate or not needed shipments), those costs will be invoiced to the Event Partner.
- If any food products are included in the shipment, they will not need refrigeration. We recommend storing the boxes at room temperature.
- Store your shipment in a secure location to prevent theft.

Additional Charges


- If you change the delivery destination while the shipment is enroute, the freight company will charge a “reconsignment” fee to deliver the shipment to a new location. This fee will be added to your final invoice.



SHOW DAY

General Shipping Information

- Requests to ship missing items within 10 business days of your show date will be shipped at your expense. Notification must occur before 5 p.m. CST. Shipping charges will be added to the final invoice.
- Inside delivery, where the freight driver will move the pallets inside your warehouse, is available for an additional \$50. Lift gate service is also available for an additional \$50 fee. If either of these are elected, the charge(s) will be added to your final invoice.

5/17/16 8:37:40	MODIFIED	RRDEDI	1000 Windham Parkway Bolingbrook, IL 60490-3507 DLS Operations Rep: SUE ATKINS	MODIFIED	DLS116R Page: 1
BOL Manifest Nbr: 104508831	Carrier Pro#:	Truck#:000035	PO#:	Trailer:	
Origin: LINDNER LOGISTICS 3201 S 20TH ST MILWAUKEE WI 53215 (888) 744-7773			Sched. Ship Date Time 5/18/16 12:00		
Instructions: Please call to schedule a delivery appointment Janet Stark 330-651-6350 CON-WAY NON RRD P/U# 17-82 PER ANITA			<p style="text-align: right;">478 X 40 X 41</p> <p style="text-align: right;">954-759035 <i>Con-way</i></p> 		
Delivery MORNING JOURNAL 308 MAPLE ST C/O BUCKEYE PUBLISHING LISBON OH 44432 (330) 424-9541			Sched. Delivery Date Time 5/19/16 8:00 Confirm: NONE REQUIRED		
Carrier: CON-WAY NON-RRD ORIGIN LTL LOC			Total Miles: 486		
Pallets:	1	470.00 lbs			
Sacks:	0	.00 lbs			
Total Pcs/Weight:	470				
PC Miler Version:	22.0				

DRIVERS: Please call RRDL Tracing 1-800-556-9390 with delivery information after each stop. In the event a accessorial occurs, you must contact a dispatcher with RRDL immediately. All accessorials must be reported to RRDL within 24 hrs of occurrence.
NO EXCEPTIONS

CARRIER DISPATCH AND BILLING For prompt payment per contract terms:

1. All invoices must be mailed to the address at the top of this page, C/O Accounts Payable.
2. All invoices must be accompanied by a copy of this B.O.L. Manifest.
3. Invoices with charges matching the charges itemized on this B.O.L. Manifest will ensure prompt payment, per contract terms.
4. Invoices that do not match, or are not accompanied by a B.O.L. Manifest, will be returned or delayed in processing.
5. If you do not have a B.O.L. Manifest with appropriate itemized charges, contact your DLS Operations Rep for a current copy. Do not contact Accounts Payable.

FAILURE TO DISPUTE ANY OR ALL CHARGES WITHIN 3 BUSINESS DAYS OF FINAL DELIVERY COMPLETION OR CARRIERS'S INVOICE DATE, WHICHEVER COMES EARLIER, CONSTITUTES AGREEMENT ON CARRIERS'S PART.

Con-way
10/18/16
5-18-16 13:00
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