

SHIPPING & RECEIVING GUIDELINES



JULY 2011 MARKET INFORMATION & DEADLINES

Building ① Floors 3-6 (Rug Showrooms):

Freight due by 9:00 p.m. July 13th.

All sold samples may be picked up/shipped out daily at the close of each day.

Building ① Floors 9-20:

Freight due by 9:00 p.m. Wednesday, July 6th.

Outbound Freight must be out no later than 9:00 p.m. Friday, July 8th.

Building ② and ②WW:

Freight due by 6:00 p.m. Wednesday, July 6th.

Outbound Freight must be out no later than 6:00 p.m. Friday, July 8th.

Building ③:

Freight due by 4:00 p.m. Wednesday, July 6th.

Outbound Freight must be out no later than 4:00 p.m. Friday, July 8th.

Any items not shipped out by the cut-off date will not be shipped out until the end of market.

**Any items left in the hallway after the cut-off date for shipping out will be picked up
by AmericasMart Logistics
877-588-8930**

YOUR DRIVER MUST HAVE THIS SHEET UPON ARRIVAL!!!!

AMERICASMART DOCK APPOINTMENT SCHEDULE FORM

COMPANY NAME: _____

SHOWROOM NUMBER: _____ PHONE NUMBER: _____

FAX NUMBER: _____ CONTACT: _____

APPOINTMENT IS FOR: _____ PICK-UP OR _____ DELIVERY

WHAT DAY AND TIME WOULD YOU LIKE FOR YOUR SHIPMENT TO ARRIVE?

DAY _____ DATE _____ TIME _____

HOW WILL YOUR PRODUCT BE PACKAGED?

_____ ON PALLETS _____ LOOSE GOODS _____ LOOSE & PALLETS _____ BALES

HOW WILL YOUR SHIPMENT ARRIVE? I.E. HOW WILL IT BE TRANSPORTED?

COMMON CARRIER _____ RENTAL TRUCK _____ PERSONAL VEHICLE _____ COMPANY VEHICLE

NAME OF COMMON CARRIER _____

ATTENTION

The above written date(s) and time(s) have been reserved at our dock for your shipment. This is your written confirmation. Please note that if your shipment misses its arrival time by more than 35 minutes your appointment is deemed canceled and you will have to wait in the line or reschedule for a later time. If you have any questions please call your shipping office. Please fax completed request to:

Building ❶: Eric Nealy or Mincy Jones FAX: (678) 686-5200 or (404) 220-2349 PHONE: (404) 220-2346/ 2342
Building ❷ and ❸ WW: Billy Ayers or Anthony Rowe FAX: (678) 686-5106 or (404) 220-2174 PHONE: (404) 220-2596/ 2595
Building ❹: Matthew Walker FAX: (678) 686-5117 PHONE: (404) 220-2885/ 2884

YOUR APPOINTMENT HAS BEEN: _____ APPROVED _____ DENIED

YOUR CONFIRMATION NUMBER IS: _____

DATE: _____ PER: _____

1. SAME DAY APPOINTMENTS BEGIN AFTER ALL OTHERS.
2. WE DO NOT ACCEPT C.O.D.'S
3. NO PARKING ON THE DOCK. LOADING AND UNLOADING ONLY.
4. DURING NON-MARKET TIMES MAKE YOUR APPOINTMENTS **8 WORKING HOURS** IN ADVANCE.
5. DURING MARKET TIMES MAKE YOUR APPOINTMENTS **3 WORKING DAYS** IN ADVANCE.

COMMENTS: _____

AMERICASMART SHIPPING AND RECEIVING PROCEDURES

**THESE ARE THE STEPS THAT MUST BE TAKEN IN ORDER TO INSURE
PROPER AND TIMELY SERVICE AT THE DOCKS.**

Inbound

The Shipping & Receiving department will receive your goods and deliver them to your showroom free of charge. A dock appointment is necessary to assure you access to, and the service of, the dock.

The services include floats, assistance with you product, elevator time and proper staffing.

- Be sure that you have signed your key authorization form to include shipping and receiving (please see page 12).
- All incoming freight must have a dock appointment. This applies for truck deliveries or bringing your own freight in your personally owned vehicle.
 - All C.O.D. shipments will be turned away from the dock until they are settled.
 - During non-market times appointments must be made at least 8 working hours in advance.
 - During market times appointments must be made at least 3 working days in advance.
- Without a dock appointment your shipment may face costly expenditures such as waiting time or redelivery charges.
- Without a dock appointment your shipment will be routed to the end of line, which usually averages about 3 hours for non-appointment shipments.

Outbound

When you need to ship freight out, the Shipping & Receiving department will assist you. Please follow these guidelines to avoid hassles and delays.

- All merchandise must be packed: i.e.; wrapped or boxed prior to the truck getting to the dock.
 - All merchandise must be labeled.
- You must fill out a bill of lading and bring it down to the Shipping & Receiving office. Bills of lading may be obtained from the Shipping & Receiving office.
- Fill out the bill of lading completely: include the ship-to address, ship-from address, and a phone number to the trucking company. If you need help in filling out the bill, the Shipping & Receiving office will assist you.
- Once the Shipping & Receiving office has the bill of lading they will make the arrangements with your trucker for pick up.
 - **BY NO MEANS SHOULD THE SHOWROOM OWNER CALL THE TRUCKER TO ARRANGE A PICK UP. ONLY THE SHIPPING & RECEIVING DEPARTMENT KNOWS WHAT IS PLANNED FOR THE DAY. ANY UNPLANNED TRUCKERS WILL BE REFUSED WITHOUT EXCEPTION. THIS IS VERY IMPORTANT!!!**
- Once the trucker arrives, the Shipping & Receiving department will get the shipment to the dock and assist the driver in loading.
- For shipments going out in a personally owned vehicle, make a dock appointment and the Shipping & Receiving department will assist you in getting it down to the dock. The merchandise must be down on the dock or ready to load on a float before you can bring the personally owned vehicle into the dock area. Shipment must be disassembled and/or grouped together and ready to load.

NO EXCEPTIONS!

AMERICASMART SHIPPING AND RECEIVING GUIDELINES

Addresses

Please be sure all freight bills are detailed and accurately completed. With additional security measures you may experience delays if your paperwork is not filled out properly. Also please make sure your shipments are addressed as follows:

Building ①	Building ②	Building ②WW	Building ③
Showroom Name	Showroom Name	Showroom Name	Showroom Name
Suite #	Suite #	Suite #	Suite #
240 Peachtree St. NW	230 Spring St. NW	235 Williams St. NW	250 Spring St. NW
Atlanta, GA 30303	Atlanta, GA 30303	Atlanta, GA 30303	Atlanta, GA 30303

Dock Appointments

Please make your dock appointment by completing the enclosed form (please see page 2) and faxing it back to the Shipping & Receiving Office in your building.

Building ①: Eric Nealy or Mincy Jones FAX: (678) 686-5200 or (404) 220-2349 PHONE: (404) 220-2346/ 2342
Building ② and ②WW: Billy Ayers or Anthony Rowe FAX: (678) 686-5106 or (404) 220-2174 PHONE: (404) 220-2596/ 2595
Building ③: Matthew Walker FAX: (678) 686-5117 PHONE: (404) 220-2885/ 2884

Equipment

Showroom Owners: The use of equipment from the dock(s) is at your disposal at anytime. If you need to borrow a piece of equipment, please come down to sign equipment in/out at the Shipping & Receiving office. Once you return the equipment you will receive your property back. Keep in mind, because of the volume at market time, floats may not be readily available.

Contractors: Contractors are encouraged to bring their own equipment. A usury or recovery fee for the use of the Mart equipment may be charged.

Freight Carrier

Americasmart Logistics

For more information :

877-588-8930

Logistics@americasmart.com

For information concerning rates and services please call.

Loading Dock

The loading dock is only to be used to load or unload merchandise. It is not a parking lot. A dock appointment is necessary and/or merchandise must be on the dock before pulling into the dock area. All private contractors for tenants/showrooms, please inform your contractors to off load and park offsite

Please, if you do not have freight, use the elevators in the main lobby. This is for your safety and will be more expedient for you.

Since no truck drivers are allowed in the building for security reasons, the Shipping & Receiving department must handle all control of the traffic. The only delivery personnel allowed in the building are U.P.S., DHL, FED-EX, AND SOME UNIFORMED COURIERS.

U. P. S., DHL, FED-EX. and some UNIFORMED COURIERS are exempt from needing a dock appointment. They have continual access to our dock(s) at all times. The Shipping & Receiving Department does not sign for and is not responsible for these packages. If you have any questions about a U.P.S., DHL or FED-EX. shipment, please contact the respective carrier.

U.P.S. – (404) 699-4816

DHL – (800)225-5345

FED-EX. – (800) GO-FEDEX

For names and numbers of other logistics related services, such as trucking, packing, and storage vendors, please contact the Shipping & Receiving department.

Packing and shipping specifications

Please be advised of and adhere to the following important information and specifications when packing and shipping your product to AmericasMart Atlanta. These specifications are for the safety of our employees, security of your product and to keep down damage and labor costs.

PALLETS – Pallets should be no longer than 72 inches, no wider than 48 inches and no higher than 72 inches, (72Lx48Wx72H), and weigh no more than 2,000 pounds.

BALES - Bales should be no higher than 72 inches long or 72 inches high when standing on its end, and should weigh no more than 150 pounds.

CRATES – Crates should have wheels in proportion to the crate size. They should be non-marking wheels. Crate sizes should be in range with pallet sizes. See Above.

ELEVATORS

Building ❶

ELEVATORS

(L) 10FT - 10 IN

(W) 7 FT - 9IN

(H) 6FT - 10 IN

EXPANSION ELEVATORS

(L) 11FT

(W) 7FT- 6 IN

(H) 8FT

Buildings ❷ and ❷WW

ELEVATORS

(L) 10FT

(W) 7FT

(H) 6FT - 9IN

Building ③

ELEVATORS

(L) 11FT - 11IN
(W) 7FT - 9IN
(H) 8FT

HYDRAULIC LIFT

(L) 10FT
(W) 8FT - 3IN
(H) 8FT

If your shipment will not meet these requirements, please contact the appropriate dock before you schedule your dock appointment. Failure to do so could result in refused, possibly damaged or misplaced freight. And or possible assistance from showroom to bring it up themselves if the dock is busy, short staff or if the freight is unscheduled.

Building ①: Eric Nealy 404-220-2355, Mincy Jones FAX: (678) 686-5200 or (404) 220-2349 PHONE: (404) 220-2346/ 2342
Building ② and ②WW: Billy Ayers or Anthony Rowe FAX: (678) 686-5106 or (404) 220-2174 PHONE: (404) 220-2596/ 2595
Building ③: Matthew Walker FAX: (678) 686-5117 PHONE: (404) 220-2885/ 2884

All merchandise left in the hallways and or outside your showroom will be subject to a fine of \$300. This merchandise is also unsecured and at risk. This fine is for being in violation of building polices and fire codes. All shipments must be placed inside your showroom unless they are being unpacked at the time. If freight is left in hallway after the cut-off date it will be pickup by **Americasmart**

Logistics

Sample Selling

Upon selling a sample(s) from your showroom, call down to the Shipping & Receiving department to request a pick-up. They will send a staff member up to pick the product up and bring it down to the dock. There will be no transferring the product to the parking lot or across the street.

Since customer pick-ups are not scheduled there may not be labor available to help so you or your customer may have to come down to the dock to obtain a float for your own use. **There will be no assistance with pickups during markets hours and no equipment will be signed out.**

Show-Time Shipments

There is a deadline for all incoming freight. If you have show freight incoming it must arrive no later than 6:00 p.m. of the cut-off date. If your shipment misses this deadline it may or may not be delivered before the show. It may be subject to a fine for being in the hallways past the deadline. If you have outgoing/ old samples they must be out by the appointed cut-off date. If they are not out by the deadline they will not be shipped until the end of the market. They will also have storage and pick up fees.

Website

Please refer to our website at www.americasmart.com for additional show dates and information.

LOADING DOCK OPERATIONS
Building ①
Eric Nealy (404) 220-2355
Mincy Jones (404) 220-2346 or (404) 220-2342
Fax: (678) 686-5200 or (404) 220-2349

June 2011

SUN	MON	TUE	WED	THU	FRI	SAT
			1 REG. HRS 7AM-5PM	2 REG. HRS 7AM-5PM	3 REG. HRS 7AM-5PM	4 CLOSED
5 CLOSED	6 REG. HRS 7AM-5PM Gift Freight	7 REG. HRS 7AM-5PM Gift Freight	8 REG. HRS 7AM-5PM Gift Freight	9 REG. HRS 7AM-5PM Gift Freight	10 REG. HRS 7AM-5PM Gift Freight	11 CLOSED
12 CLOSED	13 REG. HRS 7am -5 pm Gift Freight	14 REG. HRS 7am -5 pm Gift Freight	15 REG. HRS 7am -5 pm Gift Freight	16 REG. HRS 7am -5 pm Gift Freight	17 REG. HRS 7am -5pm Gift Freight	18 CLOSED
19 CLOSED	20 REG. HRS 7am - 5 pm Gift Freight	21 REG. HRS 7am - 5pm Gift Freight	22 REG. HRS 7am - 5pm Gift Freight	23 REG. HRS 7am - 5pm Gift Freight	24 REG. HRS 7am - 5pm Gift Freight	25 CLOSED
26 CLOSED	27 EXT. HRS 7am - 7pm Gift Freight	28 EXT. HRS 7am - 7pm Gift Freight	29 EXT. HRS 7am - 7pm Gift Freight	30 EXT. HRS 7am - 7pm Gift Freight		

All hours subject to change without notice.

**PLEASE take advantage of our extended hours and make your appointments accordingly.
Fax in or call in your dock appointment request.

LOADING DOCK OPERATIONS
Building ①
Eric Nealy (404) 220-2355
Mincy Jones (404) 220-2346 or (404) 220-2342
Fax: (678) 686-5200 or (404) 220-2349

July 2011

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Reg. Hrs 7am-7pm Gift Freight	2 Reg. Hrs 7am-5pm Gift Freight
3 EXT. HRS 7am-5pm Gift Freight	4 EXT-HRS 7am-7pm Gift Freight	5 EXT-HRS 7am-9pm Gift Freight	6 EXT-HRS 7am-9pm Gift Freight Last day Inbound Gift Freight	7 EXT-HRS 7am-9pm Gift Freight Rug move in	8 EXT-HRS 7am-9pm Gift Freight Last day outbound Gift Freight	9 EXT-HRS 7am-9pm Gift Freight Rug move in
10 EXT-HRS 7am-9pm Gift Freight Rug move in	11 EXT-HRS 7am-9pm Gift Freight Rug move in	12 EXT-HRS 7am-11pm Rug move in/ clear freight off gift floors	13 EXT-HRS 7am-11pm Gift show starts/clear freight off rug floors	14 EXT-HRS 7am-9pm Rug show starts/Gift show	15 EXT-HRS 7am-9pm Gift show Rug show	16 EXT-HRS 7am-9pm Gift show Rug show
17 EXT-HRS 7am-11pm Gift show/ Rug show Move out	18 EXT-HRS 7am-11pm Gift show/ Rug show Move out	19 EXT-HRS 7am-11pm Gift show/ Rug show Move out	20 EXT-HRS 7am-9pm Gift show Ends Rug show Move out	21 EXT-HRS 7am-5pm Gift show & Rug show Move out	22 EXT-HRS 7am-5pm Gift & Rug Move out	23 CLOSED
24 CLOSED	25 REG. HRS 7AM- 5:30PM	26 REG. HRS 7AM- 5:30PM	27 REG. HRS 7AM- 5:30PM	28 REG. HRS 7AM- 5:30PM	29 REG. HRS 7AM- 5:30PM	30 CLOSED

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LOADING DOCK OPERATIONS
Buildings 2 and 2WW
Billy Ayers or Anthony Rowe
Phone: (404) 220-2595 or (404) 220-2596
Fax: (678) 686-5106 or (404) 220-2174

JULY 2011

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Reg.-Hrs 8am- 5:30pm	2 Closed
3 Closed	4 Closed for the Holiday	5 Reg.-Hrs 8am- 5:30pm	6 Reg.-Hrs 8am-6pm Last Day for In Bound Freight	7 Reg.-Hrs 8am- 5:30pm	8 Reg.-Hrs 8am-6pm Last Day for Out Bound Freight	9 Reg.-Hrs 8am- 5:30pm
10 Reg.-Hrs 8am- 5:30pm	11 Reg.-Hrs 8am- 5:30pm	12 Reg.-Hrs 8am- 5:30pm	13 Ext. Hrs 8am – 6pm Gift Show Starts	14 Ext. Hrs 8am – 6pm Gift Show	15 Ext. Hrs 8am – 6pm Gift Show	16 Ext. Hrs 8am – 6pm Gift Show
17 Ext. Hrs 8am – 6p Gift Show	18 Ext. Hrs 8am – 6pm Gift Show	19 Ext. Hrs 8am – 6pm Gift Show	20 Reg.-Hrs 8am-6pm	21 Reg.-Hrs 8am- 5:30pm	22 Reg.-Hrs 8am- 5:30pm	23 Closed
23 Closed	24 Reg.-Hrs 8am- 5:30pm	25 Reg.-Hrs 8am- 5:30pm	26 Reg.-Hrs 8am- 5:30pm	27 Reg.-Hrs 8am- 5:30pm	28 Reg.-Hrs 8am- 5:30pm	29 Closed

All hours subject to change without notice.

**PLEASE take advantage of our extended hours and make your appointments accordingly.
 Fax in or call in your dock appointment request.

LOADING DOCK OPERATIONS
Building ③
Matthew Walker
Phone: (404) 220-2885 or (404) 220-2884
Fax: (678) 686-5117

JULY 2011

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Reg. Hrs 8am – 5:30p-m	2 Closed
3 Closed	4 Closed For the Holiday	5 Reg. Hrs 8am – 5:30p-m	6 Reg.-Hrs 8am-4pm Last Day for In Bound Freigh	7 Reg. Hrs 8am – 5:30p-m	8 Reg.-Hrs 8am-4pm Last Day for Out Bound Freight	9 Ext. Hrs 8am – 6pm
10 Ext. Hrs 8am – 6p-m	11 Reg. Hrs 8am – 5:30p-m	12 Reg. Hrs 8am – 5:30pm	13 Reg. Hrs 8am – 6pm	14 Reg. Hrs 8am – 6pm Gift Show Starts	15 Reg. Hrs 8am – 6pm	16 Reg. Hrs 8am – 6pm
17 Reg. Hrs 8am – 6pm	18 Reg. Hrs 8am – 6pm	19 Ext. Hrs 8am – 6pm Gift Show Ends	20 Reg. Hrs 8am – 6pm	21 Reg. Hrs 8am – 5:30pm	22 Reg. Hrs 8am – 5:30pm	23 Closed
24 Closed	25 Reg. Hrs 8am – 5:30pm	26 Reg. Hrs 8am – 5:30p-m	27 Reg. Hrs 8am – 5:30pm	28 Reg. Hrs 8am – 5:30pm	29 Reg. Hrs 8am – 5:30pm	30 Closed

All hours subject to change without notice.

**PLEASE take advantage of our extended hours and make your appointments accordingly.
 Fax in or call in your dock appointment request.

AMERICASMART KEY/ACCESS AUTHORIZATION

Building ①: Phone: 404-220-2340 Fax: 404-220-2353
Building ② and ②WW: Phone: 404-220-2590 Fax: 404-220-2597
Building ③: Phone: 404-220-2880 Fax: 404-220-2879

Contact Information

Company: _____ **Showroom:** _____ **Building:** _____
Showroom Telephone: _____ **Home/Office Telephone:** _____
Local/Emergency Contact: _____ **Telephone:** _____

Key Holder Information

Please list individuals authorized to enter showroom, purchase keys and receive an AmericasMart Photo ID:

Name	Photo ID	Yes	No

Authorized Access Information

Vendor/Services – Companies or individuals on this list may checkout a showroom key on a temporary basis i.e. UPS, FedEx, etc.

Delivery: _____
Designer: _____
Cleaning: _____
Telephone: _____

AMERICASMART Shipping & Receiving: ___ Yes ___ No

By checking Yes I agree to allow AMERICASMART Shipping & Receiving to place merchandise in the above showroom in my absence. Further, I understand and agree not to hold AMERICASMART liable for any loss or damaged merchandise or packages received or delivered on my behalf.

(Note: The Showroom acknowledges its responsibility to maintain current showroom access information on file with AmericasMart. Please notify AmericasMart in writing immediately when changes occur.)

By: _____ **Title:** _____
Print Name: _____ **Date:** _____