

# NAPAMA Conference Caravan

**You must be an ACTIVE member of NAPAMA to join the CARAVAN.**

Another exciting year ahead and as in the past, there will be a caravan to help arrange transportation to/from AMW, WAA, and PAE. This year, NAPAMA is partnering with Rock-it Cargo for the caravan. Andrew Delicata & Michele Safarik from Rock-it Cargo (RIC) will coordinate shipping instructions and make sure your booth materials arrive on time to each conference. As in the past, everyone will be responsible for getting their own materials to the first conference (WAA in Las Vegas), and then after the last conference (PAE in Orlando). Rock-it Cargo will only be on-site assisting with the outbound from Las Vegas to Indianapolis.

At the end of each show, it is imperative that every package leaving from one conference to another is clearly marked with the following information:

- your company name,
- a label saying NAPAMA Caravan and
- your booth number for the next conference clearly identifiable.

**Michele from Rock-it Cargo will have labels to provide everyone at Las Vegas. Please remember to take extra labels for the trip from Indianapolis to Orlando.**

**\*\*If your booth materials are not marked clearly and correctly, Rock-it Cargo will not be responsible for the whereabouts of booth materials in each conference center.**

**Michele will be attending Western Arts Alliance in Las Vegas and will make herself available to NAPAMA members needing additional instruction.** Michele will not be attending either the Midwest Arts conference or the PAE Conference, so please make sure to ask all your questions by e-mail ([michele.safarik@rockitcargo.com](mailto:michele.safarik@rockitcargo.com)) or in Las Vegas. Andrew Delicata is only attending WAA and AMW, but NOT PAE. Please ask all your questions to Andrew by e-mail ([andrew@kmpartists.com](mailto:andrew@kmpartists.com)) or in Las Vegas or Indianapolis.

## Caravan Overview

### **- What Is the Caravan?**

*The NAPAMA Caravan is the easiest, cheapest, hassle-free way to ship your booth materials between the fall 2018 regional conferences. Rock-it Cargo takes on the cargo responsibility so you don't have to.*

### **- How does the Caravan work?**

*By NAPAMA members pooling together and moving their booth materials between the regional conferences (AMW, WAA & PAE), Rock-it Cargo is able to provide a low transport cost which is inclusive of pick-up, palletizing, delivery to/from conferences, & storage in between.*

### **- Who is Rock-It Cargo?**

*Rock-it Cargo is a freight forwarder that specializes in domestic and international shipping for the Performing Arts and Live Events Industry. Regardless of weight/size/destination, they are able to assist in transporting your goods to where they need to be by when they need to be there. For more information, please check out their website: [www.rockitcargo.com](http://www.rockitcargo.com)*

## Specific for 2018

### **- Why is the price so much lower than last year?**

*This year, the distances are shorter and all shipments can be done with ground transportation. No air freight is required.*

### **- I notice there is a long period of time between the Midwest Arts Conference in Indianapolis and the Performing Arts Exchange Conference in Orlando. What will happen to my booth materials in this long period of time? Does it cost extra for storage?**

*Booth materials will be safely transported from Indianapolis to our warehouse in Orlando where they will be securely stored until time of delivery to Orlando at no additional charge. All items will be kept in-tact and nothing will be broken down while in transit or storage.*

### **- What are the differences this year from years past?**

*There are some significant changes this year with the Caravan.*

*1) As the result of non-payment of some caravan invoices from 2016 and 2017, the caravan has been running at a loss for NAPAMA of around \$1500 per year on average. NAPAMA can no longer accept this liability. As such, here are some new requirements:*

- a) NAPAMA will add \$20 to all invoices as a "service recovery" fee as an attempt to recover losses from prior years. Even with this low fee, the cost of the caravan is still far less than FedEx or UPS.*
- b) Anyone who is not current with all NAPAMA invoices by June 30, 2018 will be asked to pay in advance to join the 2018 Caravan by credit card.*
- c) As always, you must be a NAPAMA Member to join the caravan.*

### **Nuts and Bolts**

**- In addition to the \$20 Service Recovery Fee, how much does the Caravan cost?**

#### **For Transport:**

*AMW to WAA: \$1.045 on chargeable weight p/pound (volume or actual – whichever is higher)*

*WAA to PAE: \$0.935 on chargeable weight p/pound (volume or actual – whichever is higher)*

*\*\*Including storage between conferences*

*\*\*This includes a credit transaction fee*

#### **In & Out Fees:**

***In & Out fees will be billed separately depending on actual weight of each exhibitor's booth materials.***

**- What if I am not attending one of the conferences, can I still use the Caravan?**

*Sort of. You must be attending the Arts Midwest Conference in Indianapolis. If you are only attending WAA and PAE, you will not be able to use the Caravan this year.*

*If you only attend WAA and AMW, the charge is just the chargeable weight p/pound from Vegas to Indy.*

*If you only attend AMW and PAE, the charge is just the chargeable weight p/pound from Indy to Orlando.*

*If you only attend WAA and PAE, you will not be able to join the Caravan. Please contact Andrew with questions.*

**- Do I need to worry about the difference between volume and actual weight?**

*Probably not. The vast majority of the time, the charge will be based on **volume** weight for Rock-It Cargo*

**- What is the difference between volume and actual weight, and why is the p/pound rate based on chargeable? I have three cases at 20x20x12", the actual weight is 10 pounds per case, so a total of 30 pounds.**

**Shouldn't I only be paying \$102 for transport (\$66 for AMW to WAA and \$36 from WAA to PAE)?**

*Volume weight is LxWxH and is the amount of space in total that is being assumed per package. Actual is what the freight weighs if you were to put it on the scale. Most of the time, volume weight is higher, as in this situation, therefore the chargeable is based on the volume since it is higher than the actual. For example:*

*3 cases @ 20x20x12" have a volume weight of 29 lbs each (vs. 10 pounds each), thus a total "chargeable" weight of 87 pounds. This will be the weight used to accumulate the total amount for transport costs. Not the actual of 10lbs each:*

*\$2.20 x 87=\$191.40 (Columbus to Seattle)*

*\$1.20 x 87=\$104.40 (Seattle to Atlanta)*

*Therefore, the total cost of transport is: \$295.80*

**- How do I sign up?**

*Please fill out the form on NAPAMA's website under NAPAMA CARAVAN. Final pricing will be provided by a NAPAMA representative.*

**Drayage at the Conferences**

- **WAA:** Drayage is charged to NAPAMA and NAPAMA bills the exhibitor rolled into the invoice we send you. \*\*You may have to hand-carry your materials to the back of the hall.
- **AMW:** Drayage is charge to EACH EXHIBITOR. You will need to complete and pay Shepard in Indianapolis SEPARATELY from the NAPAMA Caravan. They will hand-deliver your materials to each person's booth. And they will pick up each exhibitors' materials from your booth after the conference.
- **PAE:** Drayage is charged to NAPAMA and NAPAMA bills the exhibitor rolled into the invoice we will send you. \*\*You will need to pick-up your booth materials from the back of the hall. Shepard will NOT deliver materials to your individual booth.

### **Insurance / Coverage**

#### **- What if something breaks?**

*RIC does not provide transit insurance unless you have purchased it through RIC directly. If you have and something becomes damaged in transit, the insured should inform RIC immediately in writing of the loss or damage along with pictures. Next, they should preserve the cargo and associated packing material for potential inspection by an adjuster, surveyor or other qualified risk/loss/damage assessor. After, and if, the inspection is able to be completed, the insured should calculate if the value of the loss or damage exceeds the deductible. If so, then the insured should make a claim to Rock-It Cargo in writing. If no transit insurance is purchased through RIC directly, then the claim will be filed under your own insurance carrier, or that of the transporter which RIC will not be involved with other than to provide the freight documents.*

#### **- Is there automatic coverage for my booth materials (what if the plane/truck crashes and destroys the pallet, for example)?**

*Our liability is limited as per our terms and conditions. See our customer agreement. If the customer wishes for their cargo to be insured, they must request coverage in writing before we assume responsibility for the cargo and indicate the value they wish to insure based on the CIF value + 10% method.*

#### **- How is a claim processed?**

All claims must be made in writing within 24 hours. The claim must indicate what was lost and/or damaged, how the insured believes the loss or damage occurred, when the loss or damage occurred, and how they determined the value of the loss or damage. Pictures, documents and the actual freight and packing material itself should be made available to us and our adjusters, surveyors and other loss/damage assessors if requested. Once received, we acknowledge the claim and process assuming that the customer has paid all outstanding charges due our company.

**- What is NOT covered by the standard liability policy at Rock-It?**

Please see our customer agreement regarding our limit of liability for cargo we handle that we do not insure.

**- How do I purchase additional insurance, how much does it cost, and what does it cover (and what does it NOT cover)?**

The customer needs to request cargo insurance coverage in writing before the cargo is picked up and specify the insured value based on the CIF value + 10% of the cargo.

The customer is charged a premium and placement charge that is a rate per \$100.00 of insured value with a minimum per leg, trip or voyage. The request should specify the beginning point and time for coverage and the end point and time for coverage.

In addition to the exceptions indicated above, certain other perils are not covered including late arrivals, loss of opportunity, lost wages, travel expenses, fines, penalties, liquidated damages, booth rent or lease or other event expenses, loss or damage due to improper packing, lost income and when force majeure or general average is declared.

**- Questions?**

If you have any questions regarding transit (except regarding final pricing), please e-mail Michele Safarik at [michele.safarik@rockitcargo.com](mailto:michele.safarik@rockitcargo.com)

For billing questions, contact Andrew Delicata at [andrew@kmpartists.com](mailto:andrew@kmpartists.com)