

CONVENTION MAKERS, INC.

Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME FAX OR MAIL THIS FORM BACK TO CONVENTION MAKERS

* EVENT NAME **SESSHC - 2017**

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

On Site Rep Cell _____

Show Date _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

EMAIL _____

Shipping & Mailing Address
CONVENTION MAKERS, INC.
 4501 Hwy 544
 Myrtle Beach, SC 29588
 PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT
 CARD TYPE () Visa () MC () Amex
 CARD # _____
 EXPIRATION ____/____ CVV Code
 Processing 3% fee Back of Card
 Declined Credit Card Fee \$40.00
 Bad check Fee \$75.00

INBOUND Freight Handling Materials Due: 08.23.17
 Preferred Carriers FX, Old Dominion, SE Freight, Landstar 888.526.3209
 CARRIER _____
 CARRIER PHONE # _____
 Number of Pieces & Weight _____
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs
 \$100.00 Minimum Cost inbound
 Over 250Lb → Weight _____ x .40 =
 Early Storage Fee \$50 - Late Off Target \$30 per shipment
 Special Handling \$75 - After Hours Delivery - \$75
 Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND Freight Handling
 Preferred Carriers, FedEx, Old Dominion, SE Freight, Landstar 888.526.3209
 CARRIER _____ CHECK HOT/
 PHONE # _____ OVERNIGHT
 # OF PIECES / WEIGHT _____ / _____ lbs.
 ACCOUNT # _____
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs
 \$100.00 Minimum Cost Outbound
 Over 250Lb → Weight _____ x .40 =
 Additional Charges may apply to safely ship your items
 Freight will be cleared from showsite and forced
 From warehouse address the next buisness day

OUTBOUND SHIP-TO ADDRESS
 COMPANY NAME _____ CONTACT _____ PHONE _____
 SHIP-TO _____

Forklift / Hydraulic Lift Pricing Convention Makers reserves the right to utilize a forklift to safely handle freight
 Warehouse IN \$50.00 OUT \$50.00 Showsite IN \$150.00 OUT \$150.00
 Forklift service is available please call to schedule. DATE NEEDED _____

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and **INSURED** prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility **3 to 10 working days prior** to decorator set up, or submit in writing the expected arrival date if this is not possible. Please be aware that your company may incur various charges to ensure proper acceptance or delivery of your show materials, these charges may include use of a forklift (SEE PRICING), Taping(\$10)pp, Labeling(\$15)pp shrinkwrap(\$10), or banding (\$15 per Pallet). All invoices are due in 30 days. All credit cards will be run after show is finished and receipts will Be Faxed. **We will ship UPS & FEDEX out only if each package is Pre labeled, if requested & not labeled, packages will be shipped via Common Carrier. We will not accept any collect shipments or pay any Duty / Broker charges on International Shipments.**
 Special Paperwork requests BOL's, POD, Recieving Logs etc - \$65