

# CONVENTION MAKERS, INC.

## Material Handling Form

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

\* **EVENT NAME** NCAFP - 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: 06.28.17**  
 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**

# Frequently Asked Questions About Convention Makers Freight Service

Show: NCAFP - 2017

## 1. Where do I get my Material Handling form & what do I do with it?

The Freight Service Form is in your exhibitor package provided by your association, or call Convention Makers at 843.650.6300 Fill the form out completely and fax back to 843.650.6301

## 2. Where do I ship my show materials?

No cold storage items  
*No collect shipments will be accepted*

**Ship Here** →

**Convention Makers  
4501 Hwy 544  
Myrtle Beach, SC 29588**

## 3. How should I label my show materials?

We recommend that **all** show materials be marked with the shipping labels provided in your exhibitor kit. Show materials not marked properly (Show name, location, booth # ETC) may get lost, delayed in or out. Please make sure your materials are **marked properly**. **Packages sent without the Material Handling form on file will be held until payment is received.**

## 4. When do my show materials need to arrive at Convention Makers?

Delivery Times 9am -4:30pm M-F, No Holidays

**Freight Due: 06.28.17**

All freight / Show materials need to arrive at Convention Makers advance warehouse **prepaid**, 3 to 10 days prior to show date. If this target can not be met, your company may incur additional charges. Please refer to the Material Handling form. Your show materials will be waiting for you in your booth space.

## 5. Does Convention Makers accept Credit Cards?

We accept Mastercard, Visa & American Express. 3% will be added for processing. Declined Credit Cards will incur additional fees. Receipts will be faxed after the event has concluded.

## 6. What do I do with my Show materials after the show?

Simply pack up your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx,ups etc) & leave your equipment in your booth, schedule the pickup for your carrier at our warehouse location for the next working day.

## 7. Explanation of charges. The following charges may be applied to your shipment.

Our handling charges encompass, storage, delivery in and out  
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs      Over 250Lb → Weight \_\_\_\_\_ x .40 =  Separate Charge for in & out

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up.

Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver.

Forklift Charge: May be assessed to any inbound / outbound shipment too heavy for one person, or freight that needs to be put on a pallet to be moved safely.

*See you at the show!*

RUSH: EXHIBIT MATERIALS  
\*\*FOR ADVANCED WAREHOUSE ONLY\*\*

MUST RECEIVE BY: 06.28.17

**ADVANCE SHIPMENT**

**NCAFP - 2017**

Name of Exhibition

Exhibiting Company

Carrier \_\_\_\_\_ Number of Pieces \_\_\_\_\_

Ship to:

**Convention Makers  
4501 Hwy 544  
Myrtle Beach, SC 29588**

Warehouse receiving hours are M - F 9:30a - 4:30p

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