CONVENTION MAKERS, INC. Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAMI	E FAX OR MAIL THIS FORM BACK TO CONVENTION MAKERS
EVENT NAME NCAFP - 2017	Chinning 9 Mailing Address
YOUR COMPANY	Shipping & Mailing Address CONVENTION MAKERS, INC.
YOUR ADDRESS	4501 Hwy 544
CITYSTATEZIP	Myrtle Beach, SC 29588 PHONE: 843.650.6300 FAX: 843.650.6301
PHONE FAX	
On Site Rep Cell	AUTHORIZED CREDIT CARD PAYMENT
Show Date BOOTH #	CARD TYPE () Visa () MC () Amex
ORDERED BY	CARD #
ORDERED BY	EXPIRATION/ CVV Code Processing 3% fee Back of Card
SIGNATURE	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	OUTBOUND Freight Handling Preferred Carriers, FedEx, Old Dominion, SE Freight, Landstar 888.526.3209 CARRIER
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs \$100.00 Minimum 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	COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs \$100.00 Minimum 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 SHI	P-TO ADDRESS
COMPANY NAMEC	CONTACT PHONE
SHIP-TO	
Warehouse IN \$50.00 OUT \$50.00 Forklift service is available please call to schedule. DATE NE	
Convention Makers, Inc. will assume no responsible	onlity for freight or goods lost or damaged during

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 <code>INSURED</code> prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility <code>3 to 10 working days prior</code> 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 <code>Faxed</code>. We will ship UPS & FEDEx out only if each package is <code>Pre labeled</code>, 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 Show: NCAFP - 2017 About Convention Makers Freight Service

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 <u>completely</u> and fax back to 843.650.6301

2. Where do I ship my show materials?

No cold storage items Ship Here-No collect shipments will be accepted 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? Freight Due: 06.28.17

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

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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ONVENTION MAKERS, INC. Beach Electronics Myrtle Beach

Myrtle Beach

If your company requires additional booth equipment beyond equipment already provided, please complete this form and Fax or mail to Convention Makers Inc. Please contact the show promoter if you have any questions concerning exactly what is provided in vour booth space.

Show: NCAFP - 2017		
Company		
Address		
City	State	
Phone	Zip	
Fax	Cell	
Ordered By	Print	
Ordered By	Signature	

Description	QTY	Cost
DVD Player Includes HDMI Connections		75/Day
Computer Monitor 19"		150/Day
Computer Monitor 22"		175/Day
32' LCD Wide Screen		3 Days 350
40' LCD Wide Screen		3Days 400
46' LCD Wide Screen		3 Days 450
LCD Floor Stand		100/Day
Any Connector Cables		\$25/Day
Lap Top		150/Day

If ordering a monitor, please specify Connection needed

CONVENTION MAKERS, INC. 4501 Hwy 544 Myrtle Beach, Sc 29588

PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD CARD TYPE ()VISA ()MC	
CARD# EXPIRATION/	CVV Code Back of Card
3% Processing Fee Declined Credit Card Fee = \$ 40.00	

Booth	#	

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25
VGA Cable 50ft		40
Tripod Projector Screen		70/Day

PAYMENT CALCULATION SECTION

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GRAND TOTAL DUE =\$

Please note that all orders should be received by Convention Makers Prior to decorator set up date complete with total payment. All equipment is for rental only By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment.