

# CONVENTION MAKERS, INC.

## Material Handling Form

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

**\* EVENT NAME** GFOA - 2018

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: 10.03.18**

Preferred Carriers FX, Old Dominion, SE Freight

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

CARRIER \_\_\_\_\_  CHECK  HOT/ OVERNIGHT

PHONE # \_\_\_\_\_

# 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