

CONVENTION MAKERS, INC.

Material Handling Form

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

EVENT NAME **GFOA Fall - 2025**

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 Dick Pond Rd

Myrtle Beach, SC 29588

PHONE: 843.650.6300 FAX: 843.650.6301

Email: Conventionmakers@aol.com

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () Visa () MC () Amex

CARD # _____

EXPIRATION _____ / _____ CVV Code _____

Back of Card

Zip Code _____
Associated with Card

Processing 6% fee Declined Credit Card Fee \$40.00

ORDERS & SHIPMENTS RECEIVED AFTER THE DUE DATE

MAY NOT BE ACCOMMODATED.

PLEASE PLACE ORDERS M-F, 9AM-430PM ET

INBOUND Shipment Handling Materials Due: **10.07.25**

Preferred Carriers FedEx, UPS, Old Dominion, SE Freight, YRC

CARRIER _____

CARRIER PHONE # _____

Number of Pieces & Weight _____

COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs

Cost inbound

Over 200Lb → Weight _____ x .75= _____

Early Storage Fee \$50 - Late Off Target \$30 per shipment

NO Digital BOLS - HARDCOPY BOL's Only

Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND Shipment Handling

Preferred Carriers, FedEx, Old Dominion, SE Freight, YRC

CARRIER _____

PHONE # _____

OF PIECES / WEIGHT _____ / _____ lbs.

ACCOUNT # _____

COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs

Cost Outbound

Over 250Lb → Weight _____ x .75 = _____

Additional Charges may apply to safely ship your items. Freight will be cleared from the showsite & forced from the warehouse, next business day.

NO Digital BOLS - HARDCOPY BOL's Only

OUTBOUND SHIP-TO ADDRESS (after the show)

COMPANY NAME _____ CONTACT _____ PHONE _____

SHIP-TO _____

Forklift / Hydraulic Jack Lift Pricing

Convention Makers reserves the right to utilize a forklift or Hydraulic Lift to safely handle freight over 150lbs

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. NO DIRECT INVOICES for convention services. Credit Card required for all services.**