

# CONVENTION MAKERS, INC.

WWW.CONVENTIONMAKERS.COM

## FREIGHT SERVICE FORM

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

EVENT NAME/LOC. \_\_\_\_\_

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 \_\_\_\_\_ / \_\_\_\_\_

Payments by Credit Cards will include a 3% fee  
Declined Credit Card Fee \$40.00  
Bad check Fee \$75.00

### INBOUND FREIGHT

Preferred Carriers FX, UPS, YELLOW, Roadway, Agent

CARRIER \_\_\_\_\_

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

APPROXIMATE # of PIECES \_\_\_\_\_

APPROXIMATE WEIGHT \_\_\_\_\_

BOL #, OR PRO # \_\_\_\_\_

COST= \$75.00/first 250 lbs. Add \$0.30 per pound over 250lbs

Early storage fee \$50 LATE / OFF Target \$30 per shipment

Special Handling Fee = \$75 per shipment

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

### OUTBOUND FREIGHT

Preferred Carriers FX, UPS, YELLOW, Roadway, Agent

CARRIER \_\_\_\_\_

PHONE # \_\_\_\_\_  CHECK  HOT/  
OVERNIGHT

# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.

ACCOUNT # \_\_\_\_\_

COST= \$75.00/first 250 lbs. Add \$0.30 per pound over 250lbs

Freight will be cleared from showsite and forced  
From warehouse address next working day.

Additional Charges:

Taping \$10, labeling \$10, shrinkwrap \$10, banding \$15 per pallet  
Hold over storage fee \$50

### 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 \$45.00 OUT \$45.00

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), Labeling(\$10) 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 mailed. Live or Hazardous materials please call. Thank You.