

FREIGHT SERVICE FORM

If you require Freight Handling Service, please complete all information on this form and fax or Email to address below. **EACH PACKAGE MUST** be labeled with your **COMPANY NAME** and **SHOW NAME**.

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

Email Form To: NCConventions@aol.com

SHIP TO / MAILING ADDRESS

CONVENTION MAKERS, INC.
 12-D OLD CHARLOTTE HIGHWAY
 ASHEVILLE, NC 28803
 Email: NCConventions@aol.com
 PHONE: (828) 298-3700 FAX: (828) 298-3400

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () VISA () MC () AMX
 YOUR CREDIT CARD # (NOT FREIGHT CARRIER ACCT. #)

EXPIRATION _____ / _____

CREDIT CARD FEES:
 3% Processing Fee
 \$40.00 Dishonored Card Fee

INCOMING FREIGHT

CARRIER _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

COST = \$75.00/ FIRST 250 LBS.
 ADD \$0.30 PER POUND OVER 250 LBS.
 SPECIAL LATE DELIVERY = \$50.00 ONE TIME CHARGE
ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?

() YES () NO

CARRIER _____

CARRIER PHONE # _____

CARRIER ACCOUNT NUMBER (DIFFERENT THAN YOUR CREDIT CARD #)

OF PIECES / WEIGHT _____ / _____ lbs.

COST = \$75.00/ FIRST 250 LBS.
 ADD \$0.30 PER POUND OVER 250 LBS.

OUTBOUND SHIP-TO ADDRESS

COMPANY NAME _____ CONTACT _____ PHONE _____

SHIP-TO _____

FORKLIFT SERVICE: Will you require forklift service? () WAREHOUSE = \$ 40.00
 () SHOW SITE = \$ 150.00

CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE
 A FORKLIFT TO SAFELY HANDLE FREIGHT IF WE DEEM NECESSARY-AT YOUR EXPENSE

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 contact us concerning expected arrival date if this is not possible. Thank you.

Freight Total \$ _____ 3% Card Fee \$ _____ Grand Total \$ _____