

## 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 # \_\_\_\_\_

**Email Form To: [NCConventions@aol.com](mailto:NCConventions@aol.com)**

**SHIP TO / MAILING ADDRESS**  
 CONVENTION MAKERS, INC.  
 150 Westside Drive  
 ASHEVILLE, NC 28806  
 Email: [NCConventions@aol.com](mailto:NCConventions@aol.com)  
 PHONE: (828) 215-2254 FAX: (828) 252-9900

If Paying With Credit Card, Please Provide Card Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZED CREDIT CARD PAYMENT**

CARD TYPE: ( ) VISA ( ) MC ( ) AMX Security Code  
 Card # \_\_\_\_\_  
 EXPIRATION \_\_\_\_/\_\_\_\_/\_\_\_\_ CREDIT CARD FEES:  
 3% Processing Fee  
 \$40.00 Dishonored Card Fee

ORDERED BY \_\_\_\_\_ PRINT  
 ORDERED BY \_\_\_\_\_ SIGNATURE

**INCOMING FREIGHT**

CARRIER \_\_\_\_\_  
 APPROXIMATE # of PIECES \_\_\_\_\_  
 APPROXIMATE WEIGHT \_\_\_\_\_

**COST = \$75.00/ FIRST 200 LBS.  
 ADD \$0.40 PER POUND OVER 200 LBS.  
 SPECIAL LATE DELIVERY = \$75.00 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 200 LBS.  
 ADD \$0.40 PER POUND OVER 200 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 \$ \_\_\_\_\_