

MATERIAL HANDLING ORDER FORM

YOUR SHOW NAME
LOCATION
DATE

Discount Deadline Date
DATE
 All orders are governed by the
 NCS Payment Policy and the
 Limits of Liability and Responsibility



RETURN TO: NATIONAL CONVENTION SERVICES 145 WEST 30TH STREET NEW YORK, NY 10001 PHONE: 212-947-8255 FAX 212-947-8006

COMPANY EMAIL ADDRESS BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT-PLEASE PRINT DATE

X

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the NCS warehouse or exhibit site by 2 PM to be guaranteed same day unloading.

ADVANCE SHIPMENTS TO NCS WAREHOUSE: (200 lb. minimum per shipment)

NCS *will receive* uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

\$ 00.00 cwt \$ 00.00 min

DIRECT SHIPMENTS TO EXHIBIT SITE: (200 lb. minimum per shipment)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials \$ 00.00 cwt \$ 00.00 min

Uncrated Materials \$ 00.00 cwt \$ 00.00 min

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

First Carton \$ -
 Each Additional Carton \$ -

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping:	lbs. @	per 100 lbs. minimum per shipment	\$
We will be shipping approximately	number of pieces.		
Our shipment will be sent to	<input type="checkbox"/> Exhibit Site	<input type="checkbox"/> Warehouse on:	via:
1. Total Estimated Charges			\$
2. 25% Later Arrival Surcharge			\$
3. 7.75% Sales and/or UseTax			\$
4. Payment Enclosed			\$

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Advance Date Last day for crated shipments to arrive at advance warehouse without surcharge.
A 25% (\$25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

Direct Date First day for shipments to arrive at the exhibit site per Target Schedule.