

# CONVENTION MAKERS, INC.

## Material Handling Form

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

EVENT NAME **CAPCA 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: **10.15.25**

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.**