

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 - 2024**

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
Conventionmakers@aol.com
PHONE: 843.650.6300 FAX: 843.650.6301

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 EMAILED AFTER THE DUE DATE
MAY NOT BE ACCOMMODATED.
PLEASE PLACE ORDERS M-F, 9AM-430PM ET**

INBOUND Freight Handling **10.17.24**

Preferred Carriers FX, UPS, Old Dominion (80% discount), SE Freight

CARRIER _____

CARRIER PHONE # _____

Number of Pieces & Weight _____

COST= \$150.00 per 200 lbs - add \$0.75 per lb over 200lbs

Over 200Lb → Weight _____ x .75 = Cost inbound

Early Storage Fee \$50 - Late Off Target \$30 per shipment

Special Handling \$75 - After Hours Delivery - \$75

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

OUTBOUND Freight Handling

Preferred Carriers, FedEx, Old Dominion (80% Discount), SE Freight

CARRIER _____

PHONE # _____ CHECK HOT/
OVERNIGHT

OF PIECES / WEIGHT _____ / _____ lbs.

COST= \$150.00 per 200 lbs - add \$0.75 per lb over 200lbs

Over 200Lb → Weight _____ x .75 = Cost Outbound

Freight will be cleared from showsite and forced

From warehouse address next working day.

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

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 \$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 Emailed. **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.**