

Asheville

## CONVENTION MAKERS, INC.

Myrtle Beach

## FREIGHT SERVICE FORM

If you require Freight Handling Service, please complete all information on this form and email to: [ncconventions@gmail.com](mailto:ncconventions@gmail.com)

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@gmail.com](mailto:ncconventions@gmail.com)**  
**PHONE: (828) 215-2254**

**SHIP FREIGHT TO: (No Mail)**  
**CONVENTION MAKERS, INC.**  
**150 Westside Drive, Asheville, NC 28806**

**MAILING ADDRESS: (No Freight)**  
**PO Box 1075**  
**Morganton, NC 28680**

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

**AUTHORIZED CREDIT CARD PAYMENT**

CARD TYPE: ( ) VISA ( ) MC ( ) AMX

Security Code

Card # \_\_\_\_\_

EXPIRATION \_\_\_\_/\_\_\_\_/\_\_\_\_

CREDIT CARD FEES:

4% Processing Fee  
 \$50.00 Dishonored Card Fee

ORDERED BY \_\_\_\_\_

PRINT

ORDERED BY \_\_\_\_\_

SIGNATURE

**INCOMING FREIGHT**

CARRIER \_\_\_\_\_

APPROXIMATE # of PIECES \_\_\_\_\_

APPROXIMATE WEIGHT \_\_\_\_\_

**COST = \$0.50 PER POUND - \$100.00 MINIMUM****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 = \$0.50 PER POUND - \$100.00 MINIMUM**

ANY MATERIALS REQUIRING PACKING OR TAPING WILL BE BILLED AT PREVAILING LABOR RATE

**OUTBOUND SHIP-TO ADDRESS**

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

SHIP-TO \_\_\_\_\_

**FORKLIFT SERVICE:**

Will you require forklift service?

☐ WAREHOUSE = \$ 50.00☐ 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 \$ \_\_\_\_\_ 4% Card Fee \$ \_\_\_\_\_ Grand Total \$ \_\_\_\_\_