

TradeShow Express

(For Austin Events)



We Make It Happen!!

Freight Drayage & Labor Order Form

Office Phone: 512-587-3821 Fax: 512-933-1205

Conditions- All shipments shall be prepaid. TradeShow Express will not accept collect shipments. TradeShow Express will act as the agent on behalf of the exhibitor. TradeShow Express will assist with the placement of exhibitor's shipment and materials in their booth at the show site as well as remove said shipment from their booth at the closing of the show.

It is the exhibitor's sole responsibility to arrange in-bound and out-bound shipping of their freight to and from the show site by a carrier of their choice. If for any reason arrangement for shipping is not made, please inform the TradeShow Express Service Desk at the show site so that we may assist with the shipping of your material/freight. This must be done before opening of the event.

Insurance: Insurance is the exhibitor's responsibility. Insurance should be procured and in place from the time the shipment leaves it's point of origin, until it returns to that location or it's next destination. TradeShow Express is responsible for the shipment only from the time it is received at the show site and delivered to the exhibitor's booth. TradeShow Express is also responsible for moving said freight from the booth to the out-bound carrier. TradeShow Express is not responsible for damaged, broken, loose, uncreated, improperly labeled, improperly packed boxes/crates, and/or other exhibitor materials.

Special Instructions: All shipments brought in by freight companies (i.e., Van Lines, Common Carrier, Flat Bed Trailers, etc.) will have certified weight tickets. All shipments without weight tickets will be estimated for weight by TradeShow Express or direct carrier to a certified weight station or freight weighing facility.

Special deliveries such as those needing Forklift, Boomlift, Scissorlift, or any other heavy equipment for handling shall be pre-arranged with TradeShow Express no later than two (2) weeks prior to the show date.

Material Handling/Drayage Cost: \$.45 per pound-regular time rate/ \$.65 per pound overtime rate

There will be a \$.45 per pound drayage charge assigned to each exhibitor with freight/drayage being delivered by TradeShow Express. The rate of \$45 per 100 pounds shall be in effect for all freight received between 8AM to 5PM weekdays only. Freight received on weekends and after 5PM weekdays shall be charged an overtime rate of \$65 per 100 pounds (or \$.65 per pound). So target your freight and take advantage of the savings.

TradeShow Express will receive shipments from exhibitor assigned carriers at the show site. TradeShow Express will document receipt of delivery and note the condition of shipment, which will include any transit, damages to said shipment. TradeShow Express will dolly or forklift deliveries from the show site docking area to the exhibitor's booth.

TradeShow Express will supply "Empty" stickers for storage and store empty crates, boxes, cartons, cases, etc. TradeShow Express will return said empties to the exhibitor's booth upon closing of the show and dolly or forklift said freight to show site docking area for exhibitor assigned out-bound carriers.

It is the Exhibitor's responsibility to provide "Bills of Laden". They must be filled out completely and include all necessary out-bound shipping information.

Total pounds (regular time) _____ times \$.45 = \$ _____

Total Pounds (overtime) _____ times \$.65 = \$ _____

Labor Costs: to set up exhibitors display or freight handling is \$45 an hour. The overtime rate is \$65 an hour is in effect for labor prior to 8am and beyond 5 pm weekdays and all day on weekends.

I request _____ people for _____ hours = \$ _____

Total Freight Drayage & Labor Due = \$ _____

***FAX this form and the "Payment Authorization Form" to 512-933-1205.**

Send your advanced freight shipments no earlier than 10 days in advance of the event to:

**AWD
C/O TradeShow Express
2400 Grand Avenue Parkway, Suite 105
Austin, TX 78728**

Exhibitor Name _____ Ph# _____ Booth# _____