

CONVENTION MAKERS, INC.

Material Handling Form

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

EVENT NAME _____

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 Hwy 544
Myrtle Beach, SC 29588
PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () Visa () MC () Amex

CARD # _____

EXPIRATION ____/____ CVV Code
Back of Card

INBOUND FREIGHT Materials Due:

Preferred Carriers FX, UPS, Old Dominion, SE Freight

CARRIER _____

CARRIER PHONE # _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

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

No Collect Shipments - All shipments must be prepaid

OUTBOUND FREIGHT

Preferred Carriers, FedEx, Old Dominion, SE Freight

CARRIER _____ CHECK HOT/
OVERNIGHT

PHONE # _____

OF PIECES / WEIGHT _____ / _____ lbs.

ACCOUNT # _____

Freight will be cleared from showsite and forced
From warehouse address next working day.

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 OUT Showsite IN OUT

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
or 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.**