

DOWNLOAD

TradeShow Express

Freight & Drayage

Document: Freight & Drayage Order Form

Event: Statesman Health & Fitness Expo presented by EHI Health Care

Date: April 10-11, 2015

Location: Palmer Events Center, Hall 2. 900 Barton Springs Road, Austin, TX 78704

Instructions:



Download document.



Complete vendor/exhibitor information and payment authorization form. Incomplete forms will not be accepted and could prevent acceptance of service agreement.



Save the document as a PDF file and submit by email to TradeShow Express reggie@tradeshowexpress.biz or print and Fax to (512) 933-1205 attention Reggie Washington.



Deadline to submit your completed documentation is Thursday, March 26, 2015. Advance freight shipments may be received no earlier than 10 days in advance of the event.

TradeShow Express

Reggie Washington

reggie@tradeshowexpress.biz

(512) 933-1205 fax

(512) 587-3821 office

TradeShow Express



We Make it Happen!!

Shipping Instructions

Dear Exhibitor:

TradeShow Express is pleased to provide services for your event. Yellow Roadway Freight is the official carrier for TradeShow Express. Here is the information for advanced shipments:

All shipments for events in Austin should be sent to:

**YRC Freight
C/O TradeShow Express
9018 Tuscany Way
Austin, TX 78754**

(All shipments must be forwarded no earlier than 10 days in advance of the event. Please include Booth #, Name of Show and the Exhibitor Name)

**Also place ATTN: Reggie at TradeShow Express on the shipping label.*

Arrangements should be made by calling YCR Freight at 1-800-610-6500 and ask for an exhibit specialist.



TradeShow Express

(For Austin Events)



We Make It Happen!!

Freight Drayage 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:\$.55per pound-regular time rate/\$.75per pound overtime rate

There will be a \$.55 per pound drayage charge assigned to each exhibitor with freight/drayage being delivered by TradeShow Express. The rate of \$55 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 \$75 per 100 pounds (or \$.75 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 \$.55 = \$ _____

Total Pounds (overtime) _____ times \$.75 = \$ _____

Total Freight Drayage = \$ _____

***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:

**YRC
C/O TradeShow Express
9018 Tuscany Way
Austin, TX 78754**

Exhibitor Name _____ Ph# _____ Booth# _____

TradeShow Express



We Make it Happen!!

Payment Authorization Form

Payment Policy

All payments are due before services are rendered. This will include all services performed by TradeShow Express. Payments to outside service providers are to be paid directly to each provider. To take advantage of our discount rates, all orders and payments must be received and paid *in full* prior to arriving at a show site. Standard pricing will be in effect at show site. All services ordered at the show site service desk will be paid *in full* at the time the order is made. *(No checks will be accepted within 1 week of the event date.)

Fax order forms and this payment authorization form to TradeShow Express at (512) 933-1205. Mail check or money order and all other correspondence to:

TradeShow Express
Attn: Reggie Washington
P.O. Box 972
Del Valle, Texas 78617

or call (512) 587-3821 for additional information.

Credit Card Type and Number: _____

Expiration Date: _____

3 Digit Verification Number (*see back of credit card*): _____

Printed Name (*as it appears on card*) _____

Signature: _____

Total: \$ _____ *Booth Cleaning Order Form*

Total: \$ _____ *Booth Furnishing Order Form*

Total: \$ _____ *Special Equipment & Storage Order Form*

Total: \$ _____ *Other (Pipe and Drape, Materials, etc.)*

(Tax Rate = 8.25% X Subtotal) Subtotal: \$ _____

Total: \$ _____ *Freight Drayage & Labor Order Form (No Tax)*

Total: \$ _____ *Pick-up and Delivery (No Tax)*

Total Due: \$ _____

Exhibitor Name _____ **Ph#** _____ **Booth#** _____

Exhibitor Address _____ **Zip Code** _____

(A pre-authorization transaction equal to the estimated charges for services, may be applied to this card before services are rendered. Additional charges will be applied as a separate transaction.)