MATERIAL HANDLING ORDER FORM

EXPO EVENT SERVICES

Digital Pharma East

Pennsylvania Convention Center

October 18 - 20, 2022

Arrival Date On Or Before
September 26 - October 9, 2022

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

X

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier
cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to Expo Event Services or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an
acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no
return information is provided, freight will be returned to the warehouse and storage charges will be applied.

ADVANCE SHIPMENTS TO EXPO EVENT SERVICES WAREHOUSE OR DIRECT TO SHOW SITE
(200 lbs Minimum Per Shipment)

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site;unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rate for this service is:

	CRATED / SKIDDED / SPECIAL HANDLING	
	Per 100 lbs	**Minimum**
ST/OT	**$278.00**	**$556.00**
OT/OT	**$341.00**	**$682.00**

Rates Do Not Include: TS Shipper Trucking from your facility to the advance receiving warehouse/ to show site

SMALL PACKAGES

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON	$95.00	$___95.00_____First Carton
EACH ADDITIONAL CARTON	$25.00	$_____Each Additional Carton

CALCULATION OF MATERIAL HANDLING CHARGES
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: lbs. @ per 100 lbs., 200 lbs minimum per shipment | $

We will be shipping approximately number of pieces.

Our shipment will be sent to ☐ Exhibit Site ☐ Warehouse on: via:

1. Total Estimated Charges	$
2. 30% Late Arrival Surcharge	$
3. Excess Declared Value	$
4. Payment Enclosed	$

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