



Midwest Tent & Events
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Material Handling

As your official drayage company, we would like to give you the following information. Please do not send exhibits to the exhibit facility, as they are not equipped to receive and store freight prior to the move in date.

All shipments must be shipped prepaid. Crated, boxed or skidded shipments should be labeled with the following information

Exhibitor Name, Representative Name & Booth Number

As the drayage company we will provide the following services:

1. Receive and store shipments up to 30 days prior to event move-in date.
 (Freight must be received 48 hours before Vendor move in & set-up times for show.)

2. Handling to Exhibit Hall: \$75.00 per 100 lbs of freight. (\$75.00 minimum charge)
 (Includes Delivery & Pickup of freight from Midwest Tent & Events warehouse to specified booth at Exhibit Hall.)
 (Skids must be no taller than 70" and no wider than 40" for access to exhibit hall)

When recording weight, round up to the next 100 lbs.

Number of Pounds (Ex: 1435 lbs)	Weight by 100 pounds (15 units)	x	Applicable Rate (\$ 75.00)	=	Total (\$ 1125.00)
_____ lbs	_____ units	x	\$ 75.00	=	\$ _____

General Conditions

All shipments should be insured by the Exhibitor from the time they leave the firm until they return from the show. Midwest Tent & Events is not responsible for shipments left in the booth with no forwarding instructions. Items will be counted and shipped as they are picked up from the Exhibit Hall. Midwest Tent & Events will not be responsible for damage to uncrated or improperly packed items, any concealed damage, loss or theft after they have been delivered to the booth or before they have been picked up for loading from the Exhibit Hall. Midwest Tent & Events is not responsible for damage during shipping by third party (i.e.; Yellow Freight, UPS). The maximum liability is 30 cents per pound per article. At the close of show where carriers fail to pick up or refuse to accept shipments, Midwest Tent & Events reserves the right to re-route shipments. Where no disposition is provided, material may be hauled to our warehouse pending advice from the Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling. Midwest Tent & Events reserves the right to designate the Freight Carrier. If a preferred carrier is requested, we will ship with that carrier if at all possible. If you have a preference to a carrier, please fill out the information on the following page.

Please specify shipping company _____
 (Additional charges may apply for special shipping arrangements. i.e.; UPS Package Pickup service)

Payment Policy

ALL ORDERS / SERVICES MUST BE PREPAID AND INCLUDE THIS FORM!

Please indicate method of payment.

Check _____ Credit Card _____

Card Type: Master Card _____ Visa _____ Discover _____ AM Express _____

Account Number _____ Exp. Date _____

3 digit security code # on back of credit card _____

Print name as it appears on card

signature of cardholder

Shipping Information

Please complete the following information if you need return shipment services.
(Additional shipping charges will apply)

Shipper (Exhibitor's name) _____

Address _____

City _____ St _____ Zip _____

Phone # _____ Booth # _____

Consignee (Ship to) _____

Address _____

City _____ St _____ Zip _____

Phone # _____ Special Reference / PO / RGA # _____

Shipper # _____ Special instructions _____

(Please note that Midwest Tent & Events will be listed as your ship from address)