



MATERIAL HANDLING ORDER FORM

ETS is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to the show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

EXHIBITOR INFORMATION		
BOOTH #	COMPANY:	
STREET:		
PROV/STATE:	ZIP CODE:	P/C:
EMAIL:	PHONE:	CONTACT NAME:

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM A 40% SURCHARGE WILL APPLY TO ALL ORDERS PLACED AFTER THE ADVANCED PRICE DEADLINE DATE

PLEASE COMPLETE THE FOLLOWING			
CARRIER NAME:	NUMBER OF PIECES:		
DIMENSIONS OF PIECES: 1.	2.	3.	4.
DATE OF SCHEDULED DELIVERY:	ZIP CODE:	P/C:	

RATES		
RECEIVING FEE (ONE-TIME FEE FOR RECEIVING SERVICES)	25.00	RECEIVING FEE ASSESSED FOR INITIAL RECEIPT OF MATERIAL
BOXED MATERIALS		
18" X 18" X 18" OR SMALLER	15.00	SIZE MAXIMUM OF 18" AND NO SMALLER THAN 8" X 10" X 2"
24" X 24" X 24" AND/OR 45 LB	20.00	SIZE MAXIMUM OF 19" TO 24" AND 45 LB OR BELOW
24" X 24" X 24" OVER 46 LB	42.00	SIZE MAXIMUM OF 19" TO 24" AND 46 LB OR ABOVE
PALLET/SKID		
36" X 36" X 36" AND/OR 100 LB	105.00	SIZE MAXIMUM OF 36" AND 100 LB OR BELOW
36" X 36" X 36" AND/OR 101 LB	190.00	SIZE MAXIMUM OF 36" AND BELOW/OR 101 LB AND ABOVE
CRATE		
UP TO: 96" X 48" X 36"	105.00	SIZE MAXIMUM OF 36" AND 100 LB OR BELOW

TERMS AND CONDITIONS

- All materials must be labeled with the correct information, to avoid any delay or misplacement of shipments.
- ETS warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 96" X 48" X 36"
- Collect shipments will not be accepted.
- ETS is not responsible for concealed damage, damage to loose inadequately packed shipments or loss of merchandise after delivery to booth
- It is the exhibitor's responsibility to secure and maintain loss and damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled with ETS prior to show closing.
- ETS limits of liability & responsibility apply to this service.
- On-site pricing is applicable to all orders received on the first day of move-in to the completion of the event and is calculated at an increase of 20% to the standard price listed above.

SUBTOTAL
SUBTOTAL:
BCST 6%
TOTAL:

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF MY AGREEMENT WITH EVERYTHING TRADESHOWS.

PRINTED NAME: _____ SIGNATURE: _____ DATE: 0
FOR DIRECT ORDERING, CONTACT YOUR ETS CUSTOMER SERVICE REPRESENTATIVE: MICHELLE POPE EMAIL: EVENTS@EVERYTHINGTRADESHOWS.COM