

CONVENTION MAKERS, INC.

Material Handling Form

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

EVENT NAME **NCEMS - 2025**

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

On Site Rep Cell _____

Show Date _____ BOOTH # _____

ORDERED BY _____ PRINT

ORDERED BY _____ SIGNATURE

Shipping & Mailing Address
 CONVENTION MAKERS, INC.
 4501 Dick Pond Rd
 Myrtle Beach, SC 29588
 PHONE: 843.650.6300 FAX: 843.650.6301
 Email: Conventionmakers@aol.com

AUTHORIZED CREDIT CARD PAYMENT
 CARD TYPE () Visa () MC () Amex
 CARD # _____
 EXPIRATION ____ / ____ CVV Code
Back of Card
 Zip Code
Associated with Card
 Processing 6% fee Declined Credit Card Fee \$40.00

EMAIL  _____

**ORDERS EMAILED AFTER THE DUE DATE
 MAY NOT BE ACCOMMODATED.
 PLEASE PLACE ORDERS M-F, 9AM-430PM ET**

INBOUND Shipment Handling Materials Due: **06.03.25**
 Preferred Carriers FedEX, UPS, Old Dominion, SE Freight, YRC
 CARRIER _____
 CARRIER PHONE # _____
 Number of Pieces & Weight _____
COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
Cost inbound
 Over 200Lb → Weight _____ x .75 =
No Crates accepted over 80 inches tall
Early Storage Fee \$50 - Late Off Target \$30 per shipment
NO Digital BOLS - HARDCOPY BOL's Only
Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND Shipment Handling
 Preferred Carriers, FedEx, Old Dominion, SE Freight, YRC
 CARRIER _____ CHECK HOT/
 PHONE # _____ OVERNIGHT
 # OF PIECES / WEIGHT _____ / _____ lbs.
 ACCOUNT # _____
COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
Cost Outbound
 Over 250Lb → Weight _____ x .75 =
 Additional Charges may apply to safely ship your items. Freight will be
 cleared from the showsite & forced from the warehouse, next business day.
NO Digital BOLS - HARDCOPY BOL's Only

OUTBOUND SHIP-TO ADDRESS (after the show)
 COMPANY NAME _____ CONTACT _____ PHONE _____
 SHIP-TO _____

Forklift / Hydraulic Jack Lift Pricing
 Convention Makers reserves the right to utilize a forklift or Hydraulic Lift to safely handle freight over 150lbs
 Warehouse IN \$50.00 OUT \$50.00 Showsite IN \$150.00 OUT \$150.00
 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 (SEE PRICING), Taping(\$10)pp, Labeling(\$15)pp shrinkwrap(\$10), or banding (\$15 per Pallet). 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. NO DIRECT INVOICES for convention services. Credit Card required for all services.**