

Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Estimate Order

Small Packages

1st Small Package Shipment x \$63.50 = _____ Total
 # of additional packages (each) x \$31.75 = _____ Total

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____
 By Carrier: _____
 Total Number of Pieces: _____

Shipment Will Be Sent To Warehouse:

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

 Authorized Signature

 Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed \$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the advance shipment timeline. This charge will also apply if shipments are sent to the facility. Monthly storage fee of _____ per CWT will apply before published timeline.

Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the warehouse by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:00 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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