

# CONVENTION MAKERS, INC.

## Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME

FAX OR EMAIL THIS FORM BACK TO CONVENTION MAKERS

EVENT NAME **SCATA - 2023**

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

On Site Rep Cell \_\_\_\_\_

Show Date \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PRINT

ORDERED BY \_\_\_\_\_

SIGNATURE

EMAIL \_\_\_\_\_

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

**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

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

### INBOUND Freight Handling Materials Due: **10.19.23**

Preferred Carriers FX, UPS, Old Dominion (80% discount), SE Freight  
CARRIER \_\_\_\_\_

CARRIER PHONE # \_\_\_\_\_

Number of Pieces & Weight \_\_\_\_\_

**COST= \$70.00 per 100 lbs (200 lb Minimum) add \$0.70 per lb over 200lbs**  
\$140.00 Minimum Cost inbound

Over 200Lb → Weight \_\_\_\_\_ x .70 =

Early Storage Fee \$50 - Late Off Target \$30 per shipment

Special Handling \$75 - After Hours Delivery - \$75

**Delivery Hours 9-4:30 M-f No weekends / holidays**

### OUTBOUND Freight Handling

Preferred Carriers, FedEx, Old Dominion (80% Discount), SE Freight  
CARRIER \_\_\_\_\_

PHONE # \_\_\_\_\_  CHECK  HOT/  
OVERNIGHT

# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.

**COST= \$70.00 per 100 lbs (200 lb Minimum) add \$0.70 per lb over 200lbs**  
\$140.00 Minimum Cost Outbound

Over 200Lb → Weight \_\_\_\_\_ x .70 =

Freight will be cleared from showsite and forced  
From warehouse address next working day.

### OUTBOUND SHIP-TO ADDRESS

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

SHIP-TO \_\_\_\_\_

**Forklift / Hydraulic Lift Pricing** Convention Makers reserves the right to utilize a forklift to safely handle freight

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 Emailed. **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.**