

GO BACK TO TABLE OF CONTENTS ←

Material Handling Authorization

(This Form Must Be Signed and Returned with the Shipping Instructions)

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site
We plan to ship on (date):
Our material should arrive on (date):
Carrier name: Pro#:
Origin shipment (City, state):
Please provide a contact name and number for any questions EXPO may have in regards to this shipment.
Name: Phone:

Please indicate number of pieces and the estimated weight

| # of pieces | Description | Weight |
|----------------------|---------------|----------------------|
| <input type="text"/> | Crates | <input type="text"/> |
| <input type="text"/> | Cartons | <input type="text"/> |
| <input type="text"/> | Cases | <input type="text"/> |
| <input type="text"/> | Carpet | <input type="text"/> |
| <input type="text"/> | Miscellaneous | <input type="text"/> |

Total weight:
100 pound minimum charge per shipment

Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

| Advance Shipment | \$1.10 per pound | Direct Shipment | \$1.15 per pound |
|--|------------------|--|------------------|
| Advance Shipping Address: EXPO Convention Contractors. 15959 NW 15th Avenue Miami, Florida 33169 | | Direct Shipping Address: Expo Convention Contractors c/o Miami Beach Convention Center 1901 Convention Center Drive, Halls A-D & Ocean Dr Room A-H Miami Beach, FL 33139 | |
| Deadline Date is: September 25, 2024 | | Will not be accepted prior to: October 5, 2024 | |
| Shipments received after this date will incur an additional 25% late handling fee. | | Shipments received before this date will incur an additional 25% handling fee. | |

Advance Shipment Rates Include:
Unloading crated material.
Storing at EXPOCCI's warehouse for up to 30 days.
Unloading materials and delivery to your booth
Removing of empty shipping containers from your booth, storing during show, returning at close of show.
Reloading materials onto outbound transportation.

Direct Shipment Rates Include:
Unloading materials when received and delivery to your booth
Removing of empty shipping containers from your booth, storing during show, returning at close of show.
Reloading materials onto outbound transportation.

EXPOCCI Warehouse Hours are
Monday through Friday; 8:30am to 3:30pm.
Holidays excluded.

Additional Surcharges based on inbound weight:
Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the showsite.
EXPOCCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO Convention Contractors' Exhibitor Service department.

Please complete the following and return to EXPO along with the Shipping Instructions form:

Company Name: Booth #
Contact Name: Email:
Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Term and Conditions, signed and returned to expo. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

Please return via fax along with payment policy form 305-751-1298 or email to info@expocci.com

**NEED
A CUSTOM
BOOTH?**

[click here](#)

**NEED
SHIPPING
TO AND FROM
A TRADESHOW?**



[click here](#)

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:
September 25, 2024