

FREIGHT SERVICE FORM

If you require Freight Handling Service, please complete all information on this form and email to: cmi.nc.jc@gmail.com

EACH PACKAGE MUST be labeled with your COMPANY NAME and SHOW NAME.

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

Email Form To: cmi.nc.jc@gmail.com
PHONE: (828) 215-2254

SHIP FREIGHT TO: (No Mail)
CONVENTION MAKERS, INC.
150 Westside Drive, Asheville, NC 28806

MAILING ADDRESS: (No Freight)
PO Box 1075
Morganton, NC 28680

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: () VISA () MC () AMX Security Code

Card # _____

EXPIRATION ____/____/____ CREDIT CARD FEES:
3% Processing Fee
\$50.00 Dishonored Card Fee

ORDERED BY _____ PRINT

ORDERED BY _____ SIGNATURE

INCOMING FREIGHT

CARRIER _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

COST = \$0.40 PER POUND - \$80.00 MINIMUM
SPECIAL LATE DELIVERY = \$75.00 ONE TIME CHARGE

ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?

YES NO

CARRIER _____

CARRIER PHONE # _____

CARRIER ACCOUNT NUMBER (DIFFERENT THAN YOUR CREDIT CARD #)

OF PIECES / WEIGHT _____ / _____ lbs.

COST = \$0.40 PER POUND - \$80.00 MINIMUM

ANY MATERIALS REQUIRING PACKING OR TAPING WILL BE BILLED AT PREVAILING LABOR RATE

OUTBOUND SHIP-TO ADDRESS

COMPANY NAME _____ CONTACT _____ PHONE _____

SHIP-TO _____

FORKLIFT SERVICE: Will you require forklift service? WAREHOUSE = \$ 50.00

CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE SHOW SITE = \$ 150.00

A FORKLIFT TO SAFELY HANDLE FREIGHT IF WE DEEM NECESSARY-AT YOUR EXPENSE

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 contact us concerning expected arrival date if this is not possible. Thank you.

Freight Total \$ _____ 3% Card Fee \$ _____ Grand Total \$ _____