Freight Services Packet

Idaho Potato Conference
January 20-21, 2016
ISU Student Union Building
Pocatello, ID

Venue Event Services is proud to have been chosen to assist you with this event. Please look through the information enclosed and return all orders by the deadline provided below. Venue Event Services is here to help you have a better event. Please let us know how we can help.

This Planner contains:

Page 1: Freight Services
Page 2: Labor Information
Page 3: Order Form
Page 4: Shipping Labels

Order Deadline: January 4th, 2016.

The order form has editable fields you can type into to place your order. If you have Adobe Acrobat you can save your changes and e-mail it back to us. If you have Adobe Reader you will have to print the order page after you have typed in your order and fax back to us at (208) 939-6437

venue
event services

courtney parker
(208) 830-4803

p.o. box 2234
eagle id 83616

courtney@venueidaho.com
venueidaho.com

Freight Services

Idaho Potato Conference

If you wish to ship your display and/or other materials, we can handle of your inbound and outbound freight needs. This would include cases, small crates and loose boxed shipments. Prices include acceptance of shipment, drayage, and delivery to booth. After the close of the show we can also pick up your shipment from your booth for outbound shipping.

All shipping charges must be pre-paid, and we cannot accept COD shipments. Shipments must have a bill of lading with the following information; number of pieces, weight (certified weight receipts required), and type of materials being shipped. Shipments must be cosigned to Venue Event Services for us to accept them.

Prices listed on the order form of this packet are based on the weight of your shipment and include acceptance of shipment, drayage, and delivery to booth. This does not include: un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, or re-skidding. (see labor information page for this service) If your shipment is over 400lbs, or needs equipment above the service of a pallet jack please call in advance. Any unshipped materials left after tear down will be taken to the Venue warehouse at an additional cost.

We recommend you insure all shipments. Venue Event Services shall not be liable for damage or loss due to lack of notice to obtain proper equipment to handle shipments, or normal wear and tear upon handling shipments. Venue Event Services shall not be liable for damage or loss due to improperly packaged shipments. Venue Event Services shall not be liable for any claim of loss of profits or revenue, real or perceived, due to damage or loss of shipments that may be unavailable for display or deemed unsuitable for display. Material damages caused by Venue Event Services shall be limited to the specific item damaged at 100.00 per item or a maximum of 1000.00 per shipment. Venue Event Services cannot be responsible for piece counts or condition of shipment without proper receipts. Labeling of shipment is not the responsibility of Venue Event Services

Ship to address:

Venue Event Services
Eagle Industrial Center
1762½ E. State Street
Eagle ID, 83616

Labor Information

Idaho Potato conference

Venue Event Services is proud to offer labor services for this event. Our labor services include set-up and/or strike of your display for this event. These services can be used in conjunction with or separate from our freight services

If you would like to order these services for the 2016 Idaho Potato Conference or would like more details and pricing information please call or email us at the information provided below.

Courtney Parker Cell: (208) 830-4803
courtney@venueidaho.com

Venue Fax: (208) 939-6437
www.venueidaho.com

venue event services

Order Form / Billing Information

Idaho Potato Conference

This order form has editable fields you can type into to place your order. If you have Adobe Acrobat you can save your changes and e-mail it back to us. If you have Adobe Reader you will have to print the order page after you have typed in your order and fax back to us at (208) 939-6437.

Company Name:_____**Booth #**_____
Contact Person:_____ **Title:**_____
Office Telephone#:_____ **Cellular #:**_____
Billing Address:_____ **City:**_____**State:**_____**Zip:**_____
Credit Card #:_____ **Expiration Date:**_____ **Special Code:**_____
email address:_____ **web address:**_____

Frieght Services

Advanced Inbound Freight;

No. Of Pieces	Weight	Rate	Total Freight Charges
_____	_____	40.00 per/100lbs=	_____

Post show Outbound Freight:

No. Of Pieces	Weight	Rate	Total Freight Charges
_____	_____	40.00 per/100lbs=	_____

Delivery Window is: Nov. 1, 2015 through Jan. 4th, 2016 Please contact us for shipments over 400 pounds.

Carrier:_____ **Shipping Date:**_____ **Arrival Date:**_____ **Tracking#**_____

Ship to address: Venue Event Services, Eagle Industrial Center, 1762½ E. State Street, Eagle ID, 83616

All paperwork must be received before your shipment arrives at our facility.

Upon receipt of this paperwork Venue Event Services will send you a confirmation email. if you do not receive this email we are not expecting you delivery and your shipment may not arrive as planned. Please feel free to call or email any questions you may have regarding these procedures.

The delivery window for this event is:
November 1, 2015-January 4th, 2016

Please make note of the holiday season when shipping your freight.
Any pieces received after this date are not guaranteed delivery.

X_____ Date_____

I hereby sign that I have read and understand the above regulations and will not hold Venue Event Services responsible for any undelivered materials if the above regulations have not been met.

Shipping Labels

Idaho Potato Conference

Shipping labels for your convenience.
Please place one on each piece being shipped.

Exhibition Materials
Do Not Delay

2016 Idaho Potato Conference
January 20-21, 2016

Company:_____

Booth#_____

Please Ship To:

Venue Event Services
Eagle Industrial Center
1762½ E. State Street
Eagle ID, 83616

No._____ **Of** _____ **pieces.**

Exhibition Materials
Do Not Delay

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No._____ **Of** _____ **pieces.**

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No._____ **Of** _____ **pieces.**

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