

Freight Services Packet



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: Order Form

Page 3: Shipping Labels

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



Freight Services

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



Order Form / Billing Information

Event: _____

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

Freight Services

Advanced Inbound Freight;

<u>No. Of</u>			<u>Total Freight</u>
<u>Pieces</u>	<u>Weight</u>	<u>Rate</u>	<u>Charges</u>

_____ 40.00 per/100lbs= _____

Please contact us for shipments over 400 pounds.

Post show Outbound Freight:

<u>No. Of</u>			<u>Total Freight</u>
<u>Pieces</u>	<u>Weight</u>	<u>Rate</u>	<u>Charges</u>

_____ 40.00 per/100lbs= _____

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

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



Shipping Labels

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

 **Exhibition Materials**
Do Not Delay

Event: _____
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

Event: _____
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

Event: _____
Company: _____
Booth# _____

Please Ship To:
Venue Event Services
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1762½ E. State Street
Eagle ID, 83616

No. _____ Of _____ pieces.

 **Exhibition Materials**
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Event: _____
Company: _____
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Eagle Industrial Center
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No. _____ Of _____ pieces.