

CONVENTION MAKERS, INC.

Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME FAX OR EMAIL THIS FORM BACK TO CONVENTION MAKERS

EVENT NAME **SCSHRM - 2025**

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
PHONE: 843.650.6300 FAX: 843.650.6301
Email: Conventionmakers@aol.com

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

INBOUND Shipment Handling Materials Due: **06.05.26**
Preferred Carriers FedEX, UPS, Old Dominion, SE Freight, YRC
CARRIER _____
CARRIER PHONE # _____
Number of Pieces & Weight _____
COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
Over 200Lb → Weight _____ x .75 =
Special Handling \$100 - Late Off Target \$50 per shipment
NO Digital BOLS - HARDCOPY BOL's Only
Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND Shipment Handling
Preferred Carriers, FedEx, Old Dominion, SE Freight, YRC
CARRIER _____
PHONE # _____
OF PIECES / WEIGHT _____ / _____ lbs.
ACCOUNT # _____
COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
Over 250Lb → Weight _____ x .75 =
Additional Charges may apply to safely ship your items. Freight will be cleared from the showsite & forced from the warehouse, next business day.
NO Digital BOLS - HARDCOPY BOL's Only

OUTBOUND SHIP-TO ADDRESS (after the show)
COMPANY NAME _____ CONTACT _____ PHONE _____
SHIP-TO _____

Forklift / Hydraulic Jack Lift Pricing
Convention Makers reserves the right to utilize a forklift or Hydraulic Lift to safely handle freight over 150lbs
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 Faxed. **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.**