



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

MATERIAL HANDLING AUTHORIZATION

The Original Miami Beach Antique Show

January 4 - 8, 2020

Miami Beach Convention Center

Please complete the following information:

We plan to ship to: _____ Advance Warehouse _____ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (City, state): _____

Please provide a contact name and number for any questions EXPO may have in
 Regards to this shipment.

Name: _____ Phone: _____

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100lbs.

For example: 285 lbs. 300lbs/100lbs. = 3 x RATE = \$ Amount or minimum charge, whichever is greater. **200 lbs. minimum charge per shipment**

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

Advance Shipment \$59.25 per CWT

**Advance Address is
 Expo Convention Contractors, Inc.
 15959 NW 15th Avenue
 Miami, Florida 33169**

**Deadline Date is DECEMBER 26, 2019 shipments
 received after this date will incur an additional 25% late
 handling fee.**

Direct Shipment \$57.25 per CWT

**Direct Address is
 Expo Convention Contractors, Inc.
 c/o Miami Beach Convention Center
 1901 Convention Center Drive Halls A, B & C
 Miami Beach, Florida 33139**

Will not be accepted prior to JANUARY 2, 2020.

Advance Shipment Rates Include:

- Unloading crated material.
- Storing at EXPO'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.

Description	Weight ÷ 100 = CWT	CWT x Price per CWT =	Estimated Total Cost
	÷ 100 =	X \$	
	÷ 100 =	X \$	

Additional Surcharges based on inbound weight.
 Warehouse shipment Delivered after the deadline date. Add 25% to above rates.
 Show Site Shipment Delivered Off Target. Add 25% to above rates.
 Overtime. Add 25% to above rates.

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

Straight Time Hours

Monday through Friday; 8:00am to 4:30pm

Overtime Hours

Monday through Friday before 8:00am & after 4:30pm
 All day Saturday, Sunday & Holidays

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Show site 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 show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

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

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____ Fax #: _____

Authorized Signature: _____ Print Name: _____

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return 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.