



Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Phone: 540-548-5555 Fax: 540-548-5577

## **DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS**

The Fredericksburg Expo & Conference Center will receive and store shipments, and will deliver packages to your booth.

### **Fees**

All fees MUST be paid in advance.

Checks should be made payable to:

**Fredericksburg Expo Center, LLC.  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401**

### **Shipment Weight**

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

**Additional forklift & labor charges may apply for materials delivered on pallets,  
or for materials unable to be hand delivered.**

**FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.**

### **Insurance**

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

**Shipping Label Format: YOU MAY HAVE YOUR ITEM SHIPPED HERE BETWEEN JANUARY 19-26<sup>th</sup>, 2015  
AND ARRANGE FOR PICK UP BY JANUARY 29<sup>th</sup>, 2015**

Ship to: Show Name: \_\_\_\_\_  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401

Exhibitor Company Name: \_\_\_\_\_  
Booth #: \_\_\_\_\_

### **Outbound Shipping**

The Fredericksburg Expo & Conference Center will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center. Items ARE NOT TO BE LEFT on the show floor for carrier pick-up without proper documentation. You are **responsible** for packing up, labeling and making the arrangements for carrier to pick up your package. We are not responsible for this.

Any items left at the Fredericksburg Expo & Conference Center after **JANUARY 29<sup>th</sup>** will be considered trash and will be disposed of.



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## DRAYAGE / SHIPPING / ORDER FORM

Mail or Fax this form and payment BEFORE your show.

### Freight Handling Fees Per Hundred Weight (CWT)

Shipments up to 100 lbs ————— \$38.00 per 100 pounds  
101 lbs - 200 lbs ————— \$35.00 per 100 pounds  
201 lbs - 300 lbs ————— \$30.00 per 100 pounds  
301 lbs - 400 lbs ————— \$25.00 per 100 pounds  
401 lbs - 500 lbs ————— \$20.00 per 100 pounds  
Amounts over 500 lbs ————— Please call in advance to make receiving arrangements.

**Example: 450 lbs divide by 100 = 4.5 X \$20.00 = \$90.00**

*Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound or less are received and stored free of charge.*

### **PAYMENT INFORMATION**

Name: \_\_\_\_\_ Company On-Site Representative: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_

Please initial that you understand that you have to make all the arrangements for pick up after the show is over - you pack it up, you provide the labels and you will call for carrier pick up: \_\_\_\_\_

Make Checks Payable to: **Fredericksburg Expo Center, LLC.**

### **SHIPMENT INFORMATION**

Show Name: \_\_\_\_\_ Estimated Delivery Date: \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number of Packages: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Total Cost (See Above): \_\_\_\_\_

**Questions regarding shipping instructions? Call Casey Silversmith at 540-548-5555 ext 108**