

# Page & Brown Convention Services

5744 Chapel Drive  
Osage Beach, MO 65065

Phone 573 - 348 - 5176  
Fax 573 - 348 - 5177  
Web Site [www.pagebrown.com](http://www.pagebrown.com)  
Email [service@pagebrown.com](mailto:service@pagebrown.com)

## Exhibit Material Handling

### Shipping Instructions - Incoming

NO COLLECT SHIPMENTS WILL BE ACCEPTED. **Send shipments PRE-PAID to the above address, with the following information.**

Name of Show: \_\_\_\_\_

Date of Show: \_\_\_\_\_

Location of Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth \_\_\_\_\_ #(s) (If known)

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- **If you will be shipping freight, we require this form to be on file with payment, before the arrival of your exhibit material.**
- **Shipments (each item) must be labeled with all of the above information to insure delivery to proper booth.**
- If phone calls are necessary to determine necessary show delivery information, there will be a \$30 surcharge added.
- Credit card orders will be processed after the show is over. Indicate if you would like a receipt faxed.
- If weight of shipment is known, pre-payment may be made by check. See rate schedule below.
- Shipments should be made early, to be delivered to above address, at least three days prior to set-up date.
- Shipments which arrive after the start of exhibitor move in, and require a special trip to the site, will be charged an additional \$50.

### Outgoing Shipping Instructions

- **Representative at show site will be expected to label their containers and furnish us with shipping documents.**
- **Pre-printed shipping documents with your account number will help expedite outgoing shipping.**
- Our outgoing material handling form will be provided at show site. We require that it be completed and left with shipment.
- It is your company's responsibility to call carrier and arrange for pickup, if shipping with other than UPS or Federal Express.
- When time frame allows, we request that pick ups be scheduled at our warehouse, the next business day after show closes.

Page & Brown will provide the following services:

Receive and store shipments (30 days free storage allowed).

Delivery to booth, prior to exhibitor set-up time.

Removal and return of empty crates to and from booths.

Handling out of the Exhibit site at conclusion of the show.

**For Labels & More Information Visit Our Web Site**

[www.pagebrown.com](http://www.pagebrown.com) /Click On Exhibit Material Handling

**\*\*\* Keep Your Shipment Tracking Numbers\*\*\***

RATE SCHEDULE		All weights are rounded off to the next 100 lb. Each shipment is considered separately	Per 100 lb.	Min. Charge
I	ADVANCE SHIPMENTS <u>Shipments received at warehouse.</u>	Shipments of Common Freight And Crated Exhibits will be received and stored, up to 30 days prior to show, and delivered to booth at show site. Any necessary handling of empty containers to and from storage and outgoing handling at conclusion of show.....	\$48.00.....	\$48.00
II	RECEIVING AT SHOW SITE <u>Shipments received at show site during exhibitor move in period only. early shipments will be refused.</u>	Includes receiving, delivery to booth, any necessary handling of empty containers to and from storage, and outgoing handling at conclusion of show.....	\$50.00.....	\$50.00
III	OUTGOING HANDLING ONLY	.....	\$40.00	\$40.00
IV	HANDLING UNCRATED MATERIAL	Rates in Item I and Item II above apply to Common Freight and Crated Exhibit Material Shipments of more than 10 loose boxes will have a 30% surcharge to above rates to cover additional handling time.....	Plus 30%	

### LIMITS OF LIABILITY AND RESPONSIBILITY

We will not be responsible for uncrated, improperly packed materials or concealed damage. We will not be responsible for damages or loss of materials after delivery to booth, during installation time, or at conclusion of show prior to delivery to outbound carrier. Therefore, exhibitor should contact their insurance carrier if necessary, to provide insurance coverage for materials from the time they leave your firm until they are returned after the show. Limit of liability is \$.25 per lb. per article, with a maximum liability of \$50.00 per item, and a maximum of \$1,000.00 per shipment

**Hotels – Convention Centers Will Not Accept Freight As They Do Not Have The Facilities To Receive Or Store Freight**

Trade Show	Amount Paid	Weight	
Contact	Telephone		
Company Name	Fax		
Address	City	State	Zip
Card #	Exp. Date	Code	Authorized By

**By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.**

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## Display Assembly & Dismantling Services

### Display Installation Without Your Supervision

\_\_\_\_ You are authorized to Assemble our background display, prior to our arrival at the Convention Center. We are forwarding blueprints, a photo or instructions for your information. We understand that all work will be done on straight time. Shipping information will be sent to you shortly.

Per man hour – 2 hour minimum-----\$50.00 Per Hour

Date and time assembly to be completed \_\_\_\_\_ #of men \_\_\_\_\_ app. hrs \_\_\_\_\_

Set up plans in crate \_\_\_\_\_ or attached \_\_\_\_\_

\_\_\_\_ We would like the same service to Dismantle and pack our exhibit. Instructions for shipping and weighbill will be provided before the end of the show.

Per man hour- 1 hour minimum-----\$50.00 Per Hour

Date and time to dismantle \_\_\_\_\_ # of men \_\_\_\_\_ app.hrs \_\_\_\_\_

### Display Installation With Your Supervision

\_\_\_\_ We would like \_\_\_\_\_ men available, app. hrs \_\_\_\_\_ to Assemble our display, Under the supervision of our representative.

Per man hour – 2 hour minimum-----\$45.00 Per Hour

The above man, or men, to report to our booth on \_\_\_\_\_ (date) at \_\_\_\_\_ (A.M. P.M.)

\_\_\_\_ We would like \_\_\_\_\_ men available, app. hrs \_\_\_\_\_ to Dismantle and pack our display , Under the supervision of our representative.

Per man hour – 1 hour minimum-----\$45.00 Per Hour

The above man, or men, to report to our booth on \_\_\_\_\_ (date) at \_\_\_\_\_ (A.M. PM)

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Date of Shipment	# of Pieces Shipped	Via	
Trade Show		Amount Paid	Weight
Contact		Telephone	
Company Name		Fax	
Address	City	State	Zip
Card #	Exp. Date	Code	Authorized By

**By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.**

**PLEASE LABEL SHIPMENT AS FOLLOWS:**

**SHIP TO:**

**NAME OF SHOW:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**LOCATION OF SHOW:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(TELEPHONE #)

**NUMBER** \_\_\_\_ **OF** \_\_\_\_ **PIECES**

**C/O PAGE & BROWN CONVENTION SERVICES**  
**5744 CHAPEL DRIVE**  
**OSAGE BEACH, MO 65065**

**SHIP TO:**

**NAME OF SHOW:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**LOCATION OF SHOW:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(TELEPHONE #)

**NUMBER** \_\_\_\_ **OF** \_\_\_\_ **PIECES**

**C/O PAGE & BROWN CONVENTION SERVICES**  
**5744 CHAPEL DRIVE**  
**OSAGE BEACH, MO 65065**

**SHIP TO:**

**NAME OF SHOW:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**LOCATION OF SHOW:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(TELEPHONE #)

**NUMBER** \_\_\_\_ **OF** \_\_\_\_ **PIECES**

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