

Exhibit Materials Handling Request

For pre-event receiving, handling and delivery to customers booth area for convention and tradeshow events.

Please return form prior to shipping to:
ACTION EXPO SERVICES
 8281 Monroe Avenue, Stanton CA 90680

FROM: (Please print legibly)

Exhibitor's Co. Name _____

Address _____ City _____

City _____ State _____

ZIP _____ Tel () _____

E-mail address: _____

Authorizing Person _____

TO: ACTION EXPO SERVICES
 8281 Monroe Avenue
 Stanton CA 90680
 Tel: (714) 484-1801
 Fax: (714) 484-6708
actionexposervices@sbcglobal.net

Freight receiving hours
 Mon-Fri 10:30 am to 4:00 pm

FOR: Booth number _____

(Event) _____

You may forward prepaid freight to our warehouse up to 30 days prior to the event. Our price includes delivery to your booth, storage of empty containers and assistance in forwarding, if necessary.

Your cost per pound is: 48 cents per lb. (\$0.48) with a minimum charge of \$48.00

- > Please allow sufficient shipping time to allow for the possibility of freight line delays.
- > Action Expo cannot accept responsibility for, or provide services for shipments sent directly to the event facility without prior written consent.

Action Expo-S&N Show Services agrees to act only as an agent to assist exhibitors in delivery of materials to selected locations or carriers. Action Expo-S&N Show Services does not inspect the condition of the containers or their contents prior to acceptance or release and accepts no responsibility for the condition therein.

IMPORTANT

At the close of this event, if you are shipping your items to another location by UPS, Fed Ex or other carrier, please indicate your previously established account number with those firms and include all pertinent information in the space below.

PLEASE notify your carrier of the pickup times, dates and location. MOST require the customer (exhibitor) to notify them, rather than a 3rd party (Action Expo).

Carrier _____

Acct No. _____

Ship to: _____

Number of Containers	Description	Weight in lbs. X 0.48 = \$ Total	
1	Crates, Fiber	50 lbs	\$24.00
2	Cartons, Cardboard	10 lbs ea	\$9.60
1	Skids/Pallets	100 lbs	\$48.00
		\$ Total	

(There is a minimum charge of \$48.00)

American Express VISA MasterCard

Card number _____ Exp date _____

Name (please print) _____

Signature & Authorization _____