

Drayage Handling Form Information

For Questions Please Contact our Event Service Department at 716-278-2100.

SHIPPING TO THE CONFERENCE CENTER

- **Shipments may not arrive earlier than THREE (3) Business days prior to the first move in day. Unless special arrangements have been made with our Event Services department.**
- **ALL SHIPMENTS MUST ARRIVE PREPAID.** Collect shipment will be refused!
- CCFNF will not be responsible for the condition, count or content of shipments until such a time as exhibits or materials are picked up for removal after the close of the exhibition.
- All items are to be marked with your company name, booth number and name of show.
- CCFNF charges drayage for all freight received.
- These charges are for the labor required to receive, store, deliver freight to booth, remove, store and return empty containers, remove shipment from booths and deliver to loading area of exhibit hall, where they will be loaded on common carrier's trucks.

SHIPPING AT END OF SHOW INSTRUCTIONS

- Exhibitors need to bring to the Show: Shipping Labels, Packing Tape, Bill of Ladings for preferred carriers marked with the company's account number or COD, phone number of carrier.
- **THE EXHIBITOR MUST CALL THE PREFERRED CARRIER HIM OR HERSELF!** The carrier is to be informed that they have a pick up for **THE EXHIBITING COMPANY.**
 - **Location: The Conference and Event Center Niagara Falls – 101 Old Falls Street, Niagara Falls, NY – Loading Dock Off of Second Street. Shipments may be picked up Monday-Friday 9AM-5PM.**
- All items are to be properly packaged, labeled and called for a pickup prior to contacting the conference center. Once those are complete the Conference Center will then:
 - Remove drayage from booths to loading area where they will be loaded on common carrier trucks.
- The CCFNF's preferred carrier is FedEx.
- Items left on the exhibit floor without instructions for return will be returned to our storage area and held for disposition at an additional charge of 15% of drayage handling charges. The CCFNF will use its discretion on shipping time and choice of carrier for these items.

INSURANCE

- The CCFNF is not responsible for lost or misplaced freight; CCFNF is not responsible for any materials left unattended. CCFNF is not responsible for lost or damaged (including concealed damage) of freight. All carrier claims will be the sole responsibility of exhibitor.
- CCFNF will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to move such materials.
- The exhibitor agrees to hold harmless CCFNF for responsibility for concealed and/or apparent damage to uncrate and/or non shrink-wrapped exhibit material. The exhibitor should make certain all material is properly insured against "ALL RISK" while in transit to and from your point of origin, to and from your booth, and through the duration of the show.

FEES

**CHARGES FOR DRAYAGE BOXES WILL BE BASED ON THE FOLLOWING
\$5.00+ PER BOX.**

**ALL PALLETS/LARGE EQUIPMENT WILL BE BASED ON INBOUND WEIGHT
PER SHIPMENT (CWT = 100 LBS.)**

SHOW SITE... \$32.00 PER CWT (100LBS) WITH A 200 LB MINIMUM
EXAMPLE: 4 BOXES WEIGHING 60LBS EACH AND 1 PALLET WEIGHING 150LBS
TOTAL WEIGHT = 390LBS
 $32.00 \times 390/100 = 32.00 \times 3.9$

LINE 1:	TOTAL WEIGHT OF BOXES		
LINE 2:	TOTAL WEIGHT OF PALLETS		
LINE 3:	TOTAL WEIGHT (200LB MINIMUM)		
Line 4:	Total Weight (Line 3) _____ /100		
	32.00 X (LINE 4 TOTAL) _____ =	DRAYAGE FEE \$ _____	<i>(PLEASE NOTE THERE IS A 200LB MINIMUM, IF YOUR DRAYAGE FALLS BELOW 200LBS YOUR TOTAL DRAYAGE WILL BE \$64.00 PLUS 8% TAX) PLEASE COMPLETE THE TOTALS FORM BELOW AND SEND IN WITH FINAL PAYMENT</i>

TOTALS

BOX TOTALS (\$5.00 PER BOX)	\$ _____
PALLET OR LARGE EQUIPMENT FEE <i>(PLEASE NOTE THERE IS A 200LB MINIMUM, IF YOUR DRAYAGE FALLS BELOW 200LBS YOUR TOTAL DRAYAGE WILL BE \$64.00 PLUS 8% TAX)</i>	\$ _____
Subtotal (Please Add All the Totals Together)	\$ _____
Sales Tax (8%)	\$ _____
Overall Total	\$ _____

PLEASE HAVE THIS SHIPPING LABEL PRINTED ON EVERY BOX SHIPPED TO THE CONFERENCE CENTER.

EXHIBITOR SHIPPING & RECEIVING

Event:	Company Name:
Booth #/Location:	Contact:
Event Move In Date:	Shipping From Address:
Date Received by CCNF:	Shipping To Address: 101 Old Falls Street Niagara Falls, NY 14303
Received by:	Phone: Fax:
Date Claimed:	E-mail:
Box #: _____ of _____ / Pallet #: _____ of _____	

CCNF WILL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED AND PACKAGES THAT ARE NOT SHRINK-WRAPPED, NOR WILL WE BE RESPONSIBLE FOR CONCEALED DAMAGE TO MATERIAL

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PLEASE RETURN THIS FORM WITH YOUR PAYMENT

For payment by credit card: We will be glad to accept your credit card information via fax or over the phone. (Please DO NOT e-mail; for your safety we will no longer accept charge authorization forms via e-mail.)

Phone: (716) 278-2100 Fax: (716) 278-0008
Mailing Address: 101 Old Falls Street, Niagara Falls, NY 14303

Complete the information requested below and return this form with your order(s). Please print or type.

COMPANY NAME _____

CREDIT CARD BILLING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ORDERED BY _____ DATE _____

PHONE _____ FAX _____

E-MAIL _____

Print Name as it appears on the card: _____

Signature as it appears on the card: _____

By signing above I am authorizing the Conference & Event Center Niagara Falls to charge my card for the following:

Drayage Total: _____

Event: _____ Date: _____

Company Name: _____ Booth #: _____

Contact Name: _____ Phone: _____

Email: _____

Forms Must be Received at least 15 Days Prior to Move-In

PLEASE DO NOT SEND A COPY OF YOUR CREDIT CARD WITH THIS FORM

FOR YOUR SECURITY - Please ONLY fill out credit card information if you intend to FAX this information to (716) 278-0008. PLEASE DO NOT EMAIL ANY CREDIT INFORMATION, as we will be happy to accept your credit card number by telephone.

Visa MC American Express Discover

CARD NUMBER: _____

EXPIRATION DATE: _____ CVV CODE: _____

DATE RECEIVED: _____