



## Storage Order Form

**RPM now offers Show-to-Show Storage of your Exhibit Materials.  
 Storing with RPM means vastly reduced shipping charges, no more lost or delayed freight  
 and most importantly, Priority in-booth Delivery! All exhibit materials are stored  
 in our secure, local facility right here in Atlanta. When the show closes, just pack  
 up your display and we will take care of it from there!**

### STORAGE RATES 1,000 lb. Minimum

The following services and rates include: loading crated freight/booth equipment from your booth onto a truck, transporting freight to storage facility, storing for 6 months, loading freight onto truck, transporting to show site and delivering to exhibitor booth.

**Please complete all sections below:**

1. We will be storing:
- a. # of boxes \_\_\_\_\_                      c. # of cartons \_\_\_\_\_                      e. # of skids \_\_\_\_\_
- b. # of cases \_\_\_\_\_                      d. # of crates \_\_\_\_\_
2. Description of product we are storing: \_\_\_\_\_  
 \_\_\_\_\_

CWT (weight/100)	X	\$7.75 (per cwt.)	X	6 (months)	=	Storage Charge — Estimated Amount Due
	X		X		=	\$
+ Transportation Fee						\$ 250.00
<b>TOTAL AMOUNT →</b>						<b>\$</b>

**TERMS AND CONDITIONS:**

1. It is the responsibility of the exhibitor to pack all display items in crates or on pallets prior to being picked up. Should RPM need to crate and palletize items, standard labor rates will apply.
2. Pallets, shrink wrap and proper protection will be provided per exhibitor's request at no charge. Fragile items that require crating or special protection will be approved by at exhibitor at their expense.
3. Rates are NOT inclusive of material handling services.
4. Transportation rates will increase should exhibitor display exceed one trailer load of equipment.
5. Storage auto-renews every 6 months. Exhibitor must cancel at the RPM service desk prior to close of the show.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



## F.A.Q.

### HOW DO I SHIP TO WAREHOUSE?

#### (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

### HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

### WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

### HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so Please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPMxpo service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

### HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lap of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound of the show - the time between your departure and the actual pickup of your materials. During the times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

### HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed RPMxpo Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMxpo service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed RPMxpo Bill of Lading must be turned in at the RPMxpo service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

### DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



## Shipping Definitions

**CRATED** - Referred to as “Common Carrier Shipments”

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

**UNCRATED** - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

**ADDITIONAL HANDLING** - Referred to as “Van Line Shipments” or “Special Handling”

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPMXPO labor to load/unload.

**SMALL PACKAGE SERVICE** - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 35 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

### \*Standard Time:

- Monday-Friday 8:00 am to 5:00 pm

### \*Overtime:

- Monday-Friday prior to 8:00 a.m. and after 5:00 p.m. Also, all day Saturday, Sunday and observed union holidays.

### In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM’s control.
- Shipments during “move-in” or “move-out” are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM’s control.
- If “move-in” and “move-out” are both on overtime they will be billed separately on your invoice.

### \*Double Time:

- All day Sunday, holidays and any time a worker works more than (12) hours in the same day.

## Money Saving Tips

### Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.  
 example of savings below.

### Before the show...



**THE WRONG WAY**

— Shipped as three separate shipments —

#### RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt. .... \$176.00  
 59 lbs. charged @ 200 lbs. min x \$88.00/cwt. .... \$176.00  
 72 lbs. charged @ 200 lbs. min x \$88.00/cwt. .... \$176.00

**Total 185 lbs. Total Cost:..... \$528.00**



**THE MONEY SAVING WAY**

— Shipped everything together as a single shipment\* —

#### RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. **\$176.00**

**TOTAL SAVINGS... \$352.00!**

- The Material Handling charge from RPMxpo for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

### After the show...

- 1) Obtain an RPMxpo Bill of Lading from the service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the RPMxpo Bill of Lading to the service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the RPMxpo Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

\*Failure to follow the steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.



## Material Handling Terms & Conditions

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMxpo and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. **DEFINITIONS.** The name RPMxpo shall be construed within the meaning of this contract as ABF Freight services and their employees, officer, agents, and assigns including any subcontractors that RPMxpo may appoint. The term EXHIBITOR refers to any party who contracts for services with RPMxpo.

2. **RPMxpo RESPONSIBILITIES.** RPMxpo shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPMxpo assumes no responsibilities for any persons, parties, or other contracting firms not under RPMxpo direct supervision and control. RPMxpo shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other cause beyond RPMxpo reasonable control, or for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPMxpo is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPMxpo with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPMxpo prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purpose the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPMxpo more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPMxpo and their employees, officers, and agents from and against any and all claims, cause of action, fines, penalties, damages, liabilities, judgments, and expense on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through RPMxpo or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPMxpo equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPMxpo shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPMxpo shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPMxpo shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPMxpo assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

RPMxpo's **LIABILITY LIMITS.** If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment bad on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPMxpo relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPMxpo as an offset against the amount of the alleged loss or damage. Any claim against RPMxpo shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lap of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPMxpo is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after they have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lap of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPMxpo shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before they have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPMxpo by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPMxpo assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after they have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPMxpo loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPMxpo assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPMxpo shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.



## Material Handling Rate Schedule

**RPMxpo has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.**

<b>DISPLAY MATERIALS RATE SCHEDULE</b> 200 lb Minimum All shipments are delivered to booth space, empty containers are removed, stored and returned. Materials picked up at booth and loaded onto outbound carrier.		
	<b>Crated Materials</b>	<b>Uncrated and/or Loo Shipments</b>
	<i>STANDARD RATES</i>	<i>STANDARD RATES</i>
<b>WAREHOUSE ADVANCE RECEIVING</b>	<b>ST Rate: \$55.47/cwt.</b> Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <b>not</b> be received at the warehouse. They must be shipped directly to the show site.
<b>DIRECT SHIPMENT TO SHOW SITE</b>	<b>ST Rate: \$53.41/wt.</b> Receive shipments at show site on move-in dates only.	<b>ST Rate: \$67.70/cwt.</b> Receive shipments at show site on move-in dates only.
<b>OVERTIME RATE</b>	<b>Add 25% if handled in OR out on overtime. Add 50% if handled in AND out on overtime.</b> All shipments handled on Saturday, Sunday, Holidays and before 8:00 am or checked in after 5:00 pm on weekdays will be subject to overtime surcharges.	
RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all trucks, due to the height of the truck bed, which cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment and the bill-of-lading does not identify the various classifications, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE.		

ALL SHIPMENTS MUST BE NT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are bad on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered parately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the serviceDesk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMxpo services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the serviceDesk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the serviceDesk before leaving the Show. RPMxpo services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMxpo services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMxpo services.



**Material Handling Order Form** **Deadline: 4/19/24**

*To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **5/3/24**  
 Shipments received after **5/3/24** are subject to a 25% surcharge, unless shipping via ABF Freight.  
 Shipments consigned to the warehouse will not be accepted if delivered after **5/10/24**  
 Shipments consigned to show site will not be accepted if delivered before **5/14/24***

**WHERE TO SHIP:**

**WAREHOUSE:**

**SHOW SITE:**

**HANGING SIGNS:**

Atlanta Apartment Association  
 c/o RPMxpo  
 242 Westfork Court  
 Suite A  
 Lithia Springs, GA 30122  
 Phone: (678) 742-7310  
 Booth # \_\_\_\_\_

Atlanta Apartment Association  
 c/o RPMxpo  
**Cobb Galleria Centre**  
 2 Galleria Pkwy  
 Atlanta, GA 30339  
 Booth # \_\_\_\_\_

Atlanta Apartment Association  
 c/o RPMXPO  
 242 Westfork Court  
 Suite A  
 Lithia Springs, GA 30122  
 Booth # \_\_\_\_\_

**The Show Name, Your Company Name and Booth Number MUST be referenced on all freight.**

**AUTHORIZATION TO PROVIDE MATERIAL HANDLING**

We hereby authorize RPMxpo services to handle our shipment(s) in accordance with the information above and on the rever side of this form, and have read this order and agree to the terms and provisions hereof including those on the rever side and acknowledge receipt of a copy. We agree that RPMxpo services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMxpo services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor. We agree, in the event of a dispute with RPMxpo services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMxpo services as an offt against the amount of the alleged loss or damage. Instead, we agree to pay RPMxpo services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMxpo services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving-Crated			\$55.47	\$	\$
Warehouse Advance Receiving- Special Handling			25% Surcharge - \$70.19	\$	\$
Direct Shipment to Show Site-Crated			\$53.41	\$	\$
Direct Shipment to Show Site-Uncrated			25% Surcharge - \$67.70	\$	\$
Specialized Carrier Shipment (small package shipments under 35lbs.)			28.07 each carton	\$	\$
Warehouse and Direct Shipment to Show Site - Envelope Service			11.57	\$	\$
<b>NOTE: 200 LB MINIMUM PER SHIPMENT</b>				<b>TOTAL AMOUNT →</b>	<b>\$</b>

**Loading / Unloading Overtime:**  
 Saturday & Sunday : All Day  
 Monday - Friday: After 5:00pm until 8:00am  
 Any shipments received, and/or loaded, during overtime hours will be charged an additional 25%

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

*Rush to:*

**Atlanta Apartment Association  
c/o RPMxpo  
242 Westfork Court Suite A  
Lithia Springs, GA 30122**



Atlanta Apartment Association Trade Show  
**Cobb Galleria Centre**  
Atlanta, GA  
May 15, 2024

Exhibitor

Booth #

*On target shipments, without surcharge, must arrive by:*  
**5/3/24**

*Off target shipments, with surcharge, must arrive no later than:*  
**5/10/24**



**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

*Rush to:*

**Atlanta Apartment Association  
c/o RPMxpo  
242 Westfork Court Suite A  
Lithia Springs, GA 30122**



Atlanta Apartment Association Trade Show  
**Cobb Galleria Centre**  
Atlanta, GA  
May 15, 2024

Exhibitor

Booth #

*On target shipments, without surcharge, must arrive by:*  
**5/3/24**

*Off target shipments, with surcharge, must arrive no later than:*  
**5/10/24**



- The shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of the labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

**IMPORTANT: The labels are for Advance Warehouse Shipments ONLY.**



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Atlanta Apartment Association  
Cobb Galleria Centre  
c/o RPMxpo  
2 Galleria Pkwy  
Atlanta, GA 30339**



Atlanta Apartment Association  
**Cobb Galleria Centre**  
Atlanta, GA  
May 15, 2024

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Booth #

*Exhibitor move-in begins:  
5/14/24*



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Atlanta Apartment Association  
Cobb Galleria Centre  
c/o RPMxpo  
2 Galleria Pkwy  
Atlanta, GA 30339**



Atlanta Apartment Association  
**Cobb Galleria Centre**  
Atlanta, GA  
May 15, 2024

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Booth #

*Exhibitor move-in begins:  
5/14/24*



- The shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of the labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

**IMPORTANT: The labels are for Direct to Show Site Shipments ONLY.**





## Accessible Storage Order Form

### ACCESSIBLE STORAGE

*RPMXPO will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.*

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — \$75.00 per 16 square feet per day (size of a 4' x 4' pallet)
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" (\$ 80.93 per hour ST, \$ 121.40 per hour OT, \$161.86 per hour DT)

### Please complete all sections below:

1. We will require \_\_\_\_\_ square feet of space in Accessible Storage for:
 

a. # of boxes _____	c. # of cartons _____	e. # of skids _____
b. # of cases _____	d. # of crates _____	
2. Description of product we are storing: \_\_\_\_\_
3. We will need access to this product:  
 \_\_\_\_\_ times a day at \_\_\_\_\_ a.m. and/or \_\_\_\_\_ times a day at \_\_\_\_\_ p.m.

STORAGE CHARGE (\$ 75.00 per 16 sq ft increment)	X	Qty of Sq. Ft. Required (16 sq ft increments)	X	Total # of Days You Will Need Access	=	Storage Charge — Est. Amount Due
<b>\$ 75.00</b>	X		X		=	\$
LABOR CHARGE — ST (1/2 hr. min. labor charge — \$ 80.93hr ST — per move.)	X	# of Times per Day You Will Need Access	X	Total # of Days You Will Need Access	=	ST Labor Charge — Est. Amount Due
<b>\$ 80.93 ST</b> (min. 1/2 hr)	X		X		=	\$
LABOR CHARGE — OT (1/2 hr. min. labor charge — \$ 121.40hr OT — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	OT Labor Charge — Est. Amount Due
<b>\$ 121.40hr OT</b> (min. 1/2 hr)	X		X		=	\$

**TOTAL AMOUNT → \$**

**Payment Policy:** Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

# 800.654.7019

## Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information?  Yes  No

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

**If you are completing electronically**, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



# 800-654-7019

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