

## Save Time and Money! Shipping Services Available

Cenaiko Expo Inc. is proud to offer you a helpful and economical service. Cenaiko Expo has teamed up with Koch Logistics to provide shipping for your booth materials from show to show.

All you need to do is pack up your booth onto a standard sized pallet(s). We will then shrink-wrap & pick up your materials from your booth, store it **and deliver it to your booth at your next show**. Example: St. Paul Sportsmen's Show to St. Cloud Sportsmen's (or a non-Cenaiko Production). This will eliminate the need for you to drive your truck, pull a trailer and wait in line to load/unload your display.

Cenaiko Expo and Koch Logistics offers this service for one flat rate per pallet, per show! The price will vary from show to show based on distance.

If you are interested in this service, please call 763-755-8111 for a price quote.

For scheduling and dispatch, contact Koch Logistics at 800-331-9412 during normal business hours and chose option 1 for domestic service and then option 2 for LTL services. A 24 hour notice for sceduling is greatly appreciated.

Thank you

Hilary Dahlen  
Office Manager  
Cenaiko Expo, Inc

# **CENAIKO EXPO SHIPPING & MATERIAL HANDLING ORDER FORM**

9697 East River Road NW, Minneapolis, MN 55433 Phone (763-755-8111)

Prior to, or upon shipping, you must **immediately send this form** via email to ([shipping@cenaikoexpo.com](mailto:shipping@cenaikoexpo.com)) with all information completed and legible. If you do not submit paperwork in advance, have incomplete shipping labels or have late deliveries it can result in delayed/refused shipments and additional handling fees.

Rates are per cwt. (100lbs.) All weights are rounded up to the next cwt. Rates are based per SHIPMENT. Rates are based on incoming weights. 100lbs. is minimum charge on shipment. Drayage charges are determined by the Gross weight of the shipment.	Rate Per Cwt (100lbs)	Estimate/ Actual Weight	Total Charge (Rate x Lbs.)
<b>INBOUND: Warehouse Advance Shipments:</b> Storage at Advance Warehouse. Delivery to show site & placement in your booth. Removal & return of empty containers if ordered below.	\$74.00cwt		
<b>OUTBOUND: Returning to Advance Warehouse for Pick-Up:</b> Pickup of freight at your booth and loading onto truck to return to Advance Warehouse for pick-up by your carrier.	\$37.00cwt		
<b>INBOUND: Exhibit Hall Direct Shipments:</b> Placement of materials at your booth. Removal & return of empty containers (if ordered below). Loading of outbound materials.	\$51.00cwt		
<b>OUTBOUND: Exhibit Hall Shipments:</b> Loading of outbound materials from your booth to loading dock or to outbound carrier.	\$30.00cwt		
<b>Empty Container Storage:</b> Storage of your empty containers in a secure area. Only containers clearly marked by vendor name & booth number will be accepted. Containers returned to your booth at close of show.	\$18.00 each		
<b>Forklift With Driver:</b> Moving of freight for various reasons	\$87.00/per Hour		

Exhibitor is responsible for completing Bills of Lading and calling freight carriers for in/outbound shipments. Your freight may arrive to the Advance Warehouse as early as 30 days prior to the show date, but no less than 3 days.

**Freight Charges \$ \_\_\_\_\_ x \$ \_\_\_\_\_ (0.00) % Tax = Total Charges \$ \_\_\_\_\_**

\*Charges will be adjusted based on estimated weight vs. actual weight and all services that were provided.\*

\*\*\*OUTBOUND FREIGHT WILL BE PICKED UP AT: (check one)      SHOW SITE      ADVANCED WAREHOUSE

EVENT/SHOW NAME: \_\_\_\_\_

EXHIBITOR BOOTH NUMBER \_\_\_\_\_ EVENT/SHOW DATE: \_\_\_\_\_

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

EXHIBITOR/COMPANY ADDRESS: \_\_\_\_\_

CREDIT CARD NUMBER: \*\*\*Please note! We do not accept Discover Cards\*\*\*

\_\_\_\_\_ Exp Date \_\_\_\_\_ Sec Code \_\_\_\_\_

Authorized By: (please print) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

By signing the Shipping & Material Handling Form I am stating that I have read and I am agreeing to the terms stated on the Shipping & Material Handling Information, Guidelines and Limit of Liability Form.