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635 East St. Louis Street  
Springfield, MO 65806

**Drayage Shipping Form**

Drayage is the charge for the labor required to receive, store, and deliver freight to your booth or exhibit location, remove, store and return empty containers, remove shipments from booths and deliver to loading area of exhibit hall, where they will be loaded on common carrier trucks.

**SHIPPING TO THE CONFERENCE CENTER**

- ALL SHIPMENTS MUST ARRIVE PREPAID. Collect shipment will be refused.
- University Plaza/Springfield Expo 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.
- Ship no earlier than three days prior to move in.
- The Hotel and the Expo Center charges drayage for all freight received.
- INCOMPLETE AND/OR INCORRECT SHIPPING DETAIL INFORMATION MAY RESULT IN AN ADDITIONAL 25% ONE-TIME CHARGE
- 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. For any shipment not handled by the Hotel or Expo Center, but which the Hotel or Expo Center is required to handle the storage of the empty shipping containers, a charge of \$30.00 per booth will be assessed.

**SHIPPING AT END OF SHOW INSTRUCTIONS**

- Exhibitors need to bring to the Show: Shipping Labels, Bill of Ladings for preferred carriers marked with the company's account number or COD, phone number of carrier. We do NOT supply shipping labels
- All items are to be properly packaged. Shipments with several items are to be placed on a pallet by the exhibitor and shrink wrapped. Failure to properly package shipments resulting in the need to re-package them, will incur labor charges of \$35.00 per hour with a one-hour minimum.
- It is recommended that all exhibitors label each item to be shipped, including all items that are shrink wrapped with an address from and an address to. The address from will be the company name, not the hotel or the Expo Center. The bill of lading is to be left with the packages.
- 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.

- Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted .
- The Hotel and the Expo Center’s preferred carrier is FedEx. If the exhibitor would like to use this carrier, they will need to arrange this with the Service Desk. For these shipments only, the Hotel or Expo will contact the carrier for a “mass” pick up. THERE WILL BE A 15% SERVICE CHARGE TO THE DRAYAGE HANDLING CHARGE WITH A \$20.00 MINIMUM.
- 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 Hotel and the Expo Center will use its discretion on shipping time and choice of carrier for these items.

**INSURANCE**

- The Hotel and the Expo Center 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 the Hotel or the Expo Center 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.

**SHIPMENTS MAY NOT ARRIVE PRIOR TO TWO DAYS AHEAD OF THE FIRST MOVE IN DAY AT THE PROPER VENUE (Hotel or Expo Center). We Require Prepayment Of All Drayage Charges Collect Shipments Will Be Refused.**

**The Hotel/Expo Center is not responsible for lost or misplaced freight; and we are not responsible for any materials left unattended. The Hotel/Expo Center is not responsible for lost or damaged (including concealed damage) of freight. All carrier claims will be the sole responsibility of exhibitor.**

**OUR DRAYAGE HANDLING FEE INCLUDES:**

- RECEIVING, STORING, AND DELIVERY OF PREPAID DRAYAGE TO BOOTH OR EXHIBIT LOCATION
- REMOVAL, STORAGE AND RETURN OF EMPTY CONTAINERS, REMOVAL OF DRAYAGE FROM BOOTHS
- TO LOADING AREA WHERE THEY WILL BE LOADED ON COMMON CARRIER TRUCKS.

**PLEASE SEE RATES BELOW:**

CONTACT THE EVENT SERVICES DEPARTMENT AT 417-522-1144 IF YOU HAVE ANY QUESTIONS.

Charges for services will be based on the inbound weight per shipment

Up to 20 lbs	Charge of \$10.00 package
21-50 lbs	Charge of \$37.50 per package
51-100 lbs	Charge of \$100.00 per package
101-250 lbs	Charge of \$150.00 per package
Wooden Crates	Charge of \$175.00 per crate
Flats (pallets) or Oversized Crates	Charge of \$200.00 per pallet/oversized item

***PACKAGES NEED TO BE SHIPPED WITH THE EXHIBITOR SHIPPING LABEL ON EACH BOX/ PALLET SHIPPED***

## ***Exhibitor Shipping and Receiving***

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

Show Name: GWRRA – Wing Ding 42

Booth/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Sales tax of 8.1% will be added to the final total

	# Shipped	Price Per	Total
Up to 20 lbs		\$10.00	
21 to 50 lbs		\$37.50	
51-100 lbs		\$100.00	
Wooden Crate		\$175.00	
Flat or Pallet		\$200.00	

Subtotal

\$

8.1% Sales Tax

\$

Total Due

\$

Company: \_\_\_\_\_ Email: \_\_\_\_\_ Booth # \_\_\_\_\_

Name on Card: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Payment by: Visa MC AMEX

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_