

Drayage and Freight Order Form
 Chattanooga Convention Center
 P.O. Box 6008
 Chattanooga, Tennessee 37401
 (423) 756-0001 Fax: (423) 267-5291
 e-mail: mail@chattconvention.org

A. **SHIPPING:** Please forward all shipments PREPAID. Collect shipments will be refused. Please mark all shipments with the following information and send to the following address:

TRADE SHOW NAME _____ BOOTH NUMBER _____

EXHIBITOR FIRM NAME _____

CONTACT NAME _____ PHONE NUMBER _____

SHIPPING ADDRESS: C/O Chattanooga Convention Center
 1150 Carter Street – Chestnut Street Loading Dock
 Chattanooga, Tennessee 37402

All shipments/packages will be received at the building up to 30 days in advance of the show and delivered to the booth in the exhibit hall. Empty containers will be removed from the booth, stored, and returned to your booth at the close of the show. All materials will then be returned to the dock and reloaded for shipment.

B. **TERMS:** Send payment *in advance*, with the Drayage and Freight Order Form to:

Chattanooga Convention Center
 P.O. Box 6008
 Chattanooga, Tennessee 37401

Or fax to: (423) 267-5291

We must receive this form and your payment prior to delivering items to your exhibit booth or shipping your items out after the show. No freight will be delivered to your booth or shipped out after the show without this form and payment.

C. **RATES:** See below.

D. **PENALTIES:** Any financial penalties incurred because of incorrect address, storage or reconsignment will be the responsibility of the exhibitor.

E. **INBOUND SHIPMENTS:** All shipments MUST have a Bill of Lading showing the number of pieces, weight and description of merchandise. Copies of Bill of Lading along with the name of the Carrier should be sent to the post office box above.

F. **OUTBOUND SHIPMENTS:** It is the responsibility of the Exhibitor to BOX, PACK and TAPE packages. Exhibitors are also responsible for labeling each shipment and furnishing shipping information. Label and Bills of Lading are available from the Dockmaster or Service Desk. The Chattanooga Convention Center will route all shipments unless prior arrangements are made.

G. **LIMITS OF LIABILITY:** The Chattanooga Convention Center assumes no responsibility for concealed damage to materials. All materials should be properly insured against fire, theft and all hazards while in transit.

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RATE SCHEDULE & DEFINITIONS

Incoming – Includes unloading of freight and storage prior to show.

Booth Transport – Moving freight from storage/loading dock area to booth; or from booth to loading dock.

Outbound – Includes loading of freight on outbound carrier.

Combined Services – Includes Incoming, Booth Transport and Outgoing service.

Rates – All rates quoted below are per hundred-weight increments unless otherwise specified. **There is a 200lb. minimum charge on all services.**

INCOMING ONLY	BOOTH TRANSPORT ONLY	OUTBOUND ONLY	COMBINED SERVICES
Weight (200 lb. min)	Weight (200 lb. min)	Weight (200 lb. min)	Weight (200 lb. min)
Rate: \$10/hundred-weight increment	Rate: \$10/hundred-weight increment	Rate: \$12.50/hundred-weight increment	Rate: \$25/hundred-weight increment
TOTAL: \$ _____	TOTAL: \$ _____	TOTAL: \$ _____	TOTAL: \$ _____

TOTAL OF ABOVE CHARGES \$ _____

Payment **MUST** accompany order and **MUST** be made in full prior to opening of event. No exceptions please. If paying by credit card please FAX this order along with the credit card authorization form to (423) 267-5291. To pay by check or money order please send this completed order and payment to the above P.O. Box address

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Authority to handle: All terms and conditions stated herein are understood and accepted.

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

SIGNATURE _____

SHIPPING INSTRUCTIONS:

SHIP TO: _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

CARRIER/SHIPPING ACCOUNT NUMBER _____