



MATERIALS HANDLING SERVICES FORM

MAIL TO: McAllen Convention Center, 700 Convention Center Blvd., McAllen , Texas 78501
 Phone: 956-681-3800 Fax: 956-681-3840 www.mcallenconventioncenter.net

PLEASE PRINT OR TYPE: Payment in FULL must be rendered when ordering. **CHECKS ARE NOT ACCEPTED.**

NAME OF EVENT: _____ BOOTH # _____

EXHIBIT NAME: _____ PHONE # _____

AUTHORIZED PERSON: _____ TITLE: _____

FORM OF PAYMENT: **CREDIT CARD ONLY**

Credit Card # _____ Security Code _____ Exp.Date _____

BILLINGS ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

E-MAIL ADDRESS: _____

Material handling includes receiving advance shipments, storing for up to three weeks in advance, unloading your exhibit materials, delivering to booth, and removing of material from the booth for return of outbound shipments to the loading dock at the close of the show. It should not be confused with the cost of transporting your exhibit material to and from the McAllen Convention Center.

All charges are per 100 lbs and are rounded up to the next 100 lbs. *There is a 200 lb. minimum.*

DESCRIPTION	FIRST 200 LBS	EACH ADDITIONAL 100 LBS
RATE CLASSIFICATIONS:		
ADVANCE SHIPMENT: (200 lb. MINIMUM)		
Crated or Skidded Shipment-----	\$90.00	\$45.00
SHOW DAYS SHIPMENT: (200 LB. MINIMUM)		
Crated or Skidded Shipment-----	\$100.00	\$50.00
**Consolidate and shrink wrap your shipments.		
For example, IF you send 4 Separate Shipments:		
1st Shipment @ 44 lbs = \$90 (200 lb. minimum)	OR	IF you send 1 Consolidated Shipment:
2nd Shipment @ 49 lbs = \$90 (200 lb. minimum)		1 shipment (4 pieces) @ 170 lbs (200 lb minimum)
3rd Shipment @ 67 lbs = \$90 (200 lb. minimum)		170 lbs charged at \$90
4th Shipment @ 55 lbs = \$90 (200 lb. minimum)		

SMALL PACKAGES: Shipments under 35 lbs (received in a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment) within the same shipment.

SMALL PACKAGE (UNDER 35 LBS)-----	\$35.00
ADDITIONAL SMALL PACKAGES-----	\$10.00

- GENERAL INFORMATION AND TERMS:**
1. All shipments **MUST** arrive pre-paid. PLEASE USE OUR LABEL SHEETS TO LABEL YOUR SHIPMENTS.
 2. Shipments will be received 3 weeks prior to move-in as well as throughout the event.
 3. Rates quoted apply on each shipment received, based on actual or estimated weight.
 4. Make sure all your exhibit materials are properly ensured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibit.
 5. Rates do not include movement or repositioning of equipment after first delivery to booth.
 7. A the conclusion of the show, it is the responsibility of the exhibitor to arrange for a common carrier to pick up freight.
 6. To avoid confusion, remove all expired shipping labels before outbound shipment.
- **ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

NOTICE: PAYMENT IN FULL MUST ACCOMPANY ORDER. CREDIT CARD INFORMATION MUST BE FILLED OUT.	SUBTOTAL -----	
	SALES TAX 8.25% -----	
	TOTAL \$ -----	