ADVANCE WAREHOUSE SHIPPING FORM

This option allows you the flexibility to ship your materials, i.e. crates, cases, cartons or skids well in advance of the show move-in dates. Your freight will be in your booth prior to general exhibitor move-in.

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE: FEBRUARY 10, 2014

SHIPPING INFORMATION

- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
- Shipments must arrive, at the warehouse, February 3 14, 2014 between 8:00am-3:30pm, Monday thru Friday. No shipments will be received at the warehouse on weekends or holidays.
- Please be advised that any shipments sent to the advance warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
- An additional 25% will be assessed to shipments received after the published dates and times listed.
- 5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

ADVANCE WAREHOUSE ADDRESS

*Label each piece of your shipment(s) as follows:

TO: (YOUR COMPANY NAME & BOOTH NUMBER)

WIPCCC Career Fair c/o WI Expo, Inc.

N113 W18750 Carnegie Drive Germantown, WI 53022

Receiving Dates: February 3 – 14, 2014

IMPORTANT DATE REMINDERS

First date to ship to WAREHOUSE w/o added storage fees: February 3, 2014

Last date to ship to WAREHOUSE w/o penalty: February 14, 2014

INSURANCE

Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverages "riders" through your existing policies. **WI Expo, Inc. is not responsible for the security of items after they are delivered to each booth or until items are picked up at the booth for reloading at the close of the show. Please take all necessary precautions.**

DRAYAGE RATE SCHEDULE

Rates below include receipt of your freight on straight time, storage at warehouse for up to 10 working days, delivery to booth at the convention site, storage and return of empty containers, reloading of materials on outbound carrier at the close of show.

A 200 lb. minimum charge per shipment applies.

CATEGORY	DESCRIPTION	RATE/100 LBS.	200 LB. MINIMUM
А	Crated or Skidded shipments via common carrier ie: YRC, ABF, UPS etc	\$49.95/cwt	\$99.90
В	Small Package Shipment: Maximum wt. of shipment is 50 lbs. or less	\$35.95	N/A
	*Small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.		

	Category	Number of Pieces	Weight (Min. 200 lbs)	Rate/ 100 lbs	Totals
Shipment 1			lbs.	X	=\$
Shipment 2			lbs.	Х	=\$
				Total Due	=\$

WIPCCC Career Fair – Fe	bruary 18, 2014			
Company Name:			Booth #:	
Address:			Phone:	
City:	State/Zip:		Fax:	
Ordered By:		Email: _		
Signature:		Date:		

Wisconsin Expo Inc.

Send form and payment to: Wisconsin Expo, Inc.

N113 W18750 Carnegie Dr. | Germantown, WI 53022

Fax: 262.670.1360 | Phone: 262-670-1300 | orders@wi-expo.com