



CompleteXPO Services
Meeting The Needs of Today's Events!
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October 28th-29th, 2015
 Pennsylvania
 Convention Center
 Philadelphia, Pennsylvania

Material Handling Order Form Warehouse Receiving Deadline: **October 9, 2015**

Shipments consigned to the WAREHOUSE should arrive **NO EARLIER THAN SEPTEMBER 28th, 2015**
NO LATER THAN Friday, October 16th, 2015*

**Shipments late to the Warehouse are subject to a 25% surcharge unless shipping through the Official Show Carrier, CompleteXPO Logistics.*

Shipments consigned to WAREHOUSE:

CompleteXPO Services /Marano
 Trucking
 NeoCon East 2015
 4201 Tacony Street
 Philadelphia, PA 19124
 Receiving Hours 9am to 4pm

Shipments consigned to SHOW SITE:

NeoCon East 2015
 c/o CompleteXPO Services
 Pennsylvania Convention Center
 HALLS: E
 1101 Arch Str. Philadelphia, PA 19107
 Dock Entrance on Vine St. 11th & 12th

HANGING SIGNS ONLY:

CompleteXPO Services /Marano
 Trucking
 NeoCon East 2015
 4201 Tacony Street
 Philadelphia, PA 19124
 Receiving Hours 9am to 4pm

- The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments.**

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize CompleteXPO Services to handle our shipment(s) in accordance with the information above and, have read this order and agreed to the terms and provisions. We agree that CompleteXPO Services will provide its services as our agent, and not as bailee or shipper, and if any employee of CompleteXPO Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with CompleteXPO Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to them for drayage or any other services provided by CompleteXPO Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay CompleteXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against CompleteXPO shall be pursued independently as a separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT	ST Charges	OT Charges (add 25% each way)	Estimated Amount
Warehouse Advance Receiving-Crated			\$ 65.00	\$	\$	\$
Direct Shipment to Show Site-Crated			\$ 65.00	\$	\$	\$
Direct Shipment to Show Site-Uncrated			\$ 75.00	\$	\$	\$

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT → \$

Description: _____

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: