

# Supreme Conventions LLC.

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Show: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Site: \_\_\_\_\_ Date: \_\_\_\_\_

## MATERIAL HANDLING FORM

Materials can be shipped to Supreme Conventions. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments billed to Supreme Conventions will not be accepted. All shipments must be consigned to Supreme Convention and material handling services prepaid. Supreme Convention handling services include receiving shipments, providing delivery to booth, storage of empty packing materials and return of outbound shipments to Supreme Conventions. (see below for address)

### EXHIBITOR INFORMATION (please print)

Company Name: \_\_\_\_\_ Exhibiting Co. Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Credit Card Exp. Date: \_\_\_\_\_ CVV #: \_\_\_\_\_

Supreme Convention will receive shipments and provide storage up to 14 days before event. Loose materials will not be received or accepted. Shipments can be received weekdays (excluding holidays) 8:30 AM– 3:30 PM.

**Deadline:** \_\_\_\_\_

**RATE:** \$50.00 per cwt (100 lbs.) per shipment (weights are round to the next 100 lbs.) minimum charge 2 cwt per shipment. Rate includes all applicable overtime and misc. charges.

**LATE SHIPMENTS:** Supreme Convention reserves the right to accept or refuse shipments arriving after the deadline noted above. If accepted the exhibitor will be charged an additional \$10.00 per cwt; \$50.00 minimum. Freight received at the advanced warehouse without Material Handling order form & full payment will be assessed a late charge.

*Special: Any material with dimensions in excess of 86"x 96" will be charged a 75% special handling fee.*

**Outbound Shipments:** Exhibitors who have freight going outbound after the event must present a bill of lading to Supreme Conventions. Exhibitors can make arrangements with Supreme Conventions to take their shipments at the close of event or arrange with Supreme Conventions to return shipments for outbound shipping. Exhibitor is responsible for making prepaid outbound shipping arrangements. Any freight left on the show floor without a Supreme Convention bill of lading will be assessed a minimum 1 hour labor charge in addition to the outbound shipping charge, actual charges to be determined. Empties may take up to 1 hour to return.

*Please read the "Liability and Insurance Bulletin" enclosed in this kit.*

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE Per 100 lbs.	Minimum Charge/ Shipment	Estimated Charges
Shipment 1			Lbs.	\$50.00	\$100.00	\$
Shipment 2			Lbs.	\$50.00	\$100.00	\$
Shipment 3			Lbs.	\$50.00	\$100.00	\$
Shipment 4			Lbs.	\$50.00	\$100.00	\$

**Late Shipments :**

\$10.00/cwt	\$50.00 minimum	\$
	6.35 % sales tax	

### Direct Shipping Address

TO: Name of Exhibitor & Booth #  
 C/O Supreme Conventions  
 556 Mulberry Street  
 Plantsville, CT 06479

**Total Estimated Charges:** \$ \_\_\_\_\_

Payment Enclosed: Check Credit Card Money Order

## TERMS AND CONDITIONS

1. It is advisable for the exhibitor to forward an advanced copy of the bill of lading to us as well as the return of the Service Order Form in order to facilitate tracing.
2. All shipments must arrive prepaid. Any shipments arriving collect will not be accepted, unless exhibitors representative is available to pay for such collect charges.
3. Actual weights must appear on bill of lading. The drayage contractor reserves the right to re-weigh any shipment and correct any weight. If material arrives or departs without given weight, the exhibitor must accept the weight figure assigned to the shipment by the drayage contractor after such materials are weighed.
4. Supreme Conventions LLC reserves the right to reroute any outgoing shipment, including those not packed up during the prescribed time limits.
5. After materials are placed in exhibit space, the drayage contractor is not responsible for condition, or contents, until such time when materials are again picked up for removal after the close of the exhibit. This applies even though the exhibitor is not physically present when goods are delivered or picked up. All orders received by Supreme Conventions LLC prior to removal of materials are subject to final count and correction made at time of actual removal.
6. The handling of loose exhibit materials or those inadequately packed will be done at exhibitor's risk. The drayage contractor is not responsible for damages to such materials nor will be responsible for concealed damages of material arriving and departing in cases, crates, cartons, packages, etc.
7. All charges are net and are payable immediately upon receipt of our invoice. We reserve the right to request cash payment from an exhibitor when the credit status of the exhibitor is doubtful.
8. Insurance. Be sure all of your merchandise, display equipment and materials are fully covered against fire, theft and all hazards while in transit to and from your space and for the duration of the show.
9. Materials not removed from the exhibition upon close of show will be taken to a warehouse for storage at an additional cost to exhibitor for handling, moving and storage.

## TERMS AND CONDITIONS

1. Supreme Conventions LLC shall not be responsible for damaged materials improperly packed or concealed damage. Supreme Conventions LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth.
2. Supreme Conventions LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Supreme Conventions LLC by exhibitor's will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
3. Supreme Conventions LLC shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppage of any kind, or to any causes beyond its control.
4. Supreme Conventions LLC liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Supreme Conventions LLC maximum liability shall be limited to \$0.30 per pound.
5. Supreme Conventions LLC shall not be liable to any extent what-so-ever for any actual, potential, or assumed loss of profits or revenues, or for anything collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit.
6. The consignment or delivery of a shipment to Supreme Convention LLC by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
7. Exhibitors requiring additional insurance coverage should arrange to place same through their agent or broker or contact Supreme Conventions LLC for assistance in arranging coverage at local prevailing rates. Premiums to be paid in advance of shipping date of your material if you require Supreme Conventions LLC to arrange special insurance coverage on your behalf.