

MATERIAL HANDLING PRICING SHEET CREDIT CARD AUTHORIZATION



What is Material Handling?

Material handling is the process of receiving your materials, during move-in; delivering them to your booth; removing empty containers for storage during the show (when applicable); returning the empty containers to your booth after the show; delivering your materials back to the dock and loading for the outbound shipping. Charges will apply.

NOTE: If packages and/or materials are not addressed per requirements (shown right), they will not be accepted. Packages and materials must arrive no more than three (3) days prior to the event.

How to address packages:

Irving Convention Center
Event Name and Date
Recipient's Name
Recipient's Phone Number
500 W. Las Colinas Blvd.
Irving, TX 75039
Phone: 972-401-7702

| Rate Classifications | Price per CWT | 200 lbs. minimum |
|----------------------------|---------------|------------------|
| Crated or Skidded Shipment | \$89.00 | \$178.00 |
| Special Handling | \$104.00 | \$208.00 |

Small Packages (Maximum weight is 35 lbs. per shipment)

| | |
|------------------------|---------|
| First Carton | \$48.00 |
| Each Additional Carton | \$22.00 |

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to the event.

Credit Card Authorization

**Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.**

This form authorizes **ICC** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

| | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Company: | | | | | | | | | | Booth Number: | | | | | | | | | |
| Cardholder Name: | | | | | | | | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | |
| Credit Card Number: | | | | | | | | | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | | | | | | | | |
| Expiration Date (mm/yyyy): | | | | | | | | | | CVV: | | | | | | | | | |
| Card Type: | | | | | | | | | | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express | | | | | | | | | |
| Billing Address: | | | | | | | | | | | | | | | | | | | |
| City, State, Zip: | | | | | | | | | | | | | | | | | | | |
| Phone Number: | | | | | | | | | | Fax Number: | | | | | | | | | |
| E-mail Address: | | | | | | | | | | | | | | | | | | | |
| Authorized Signature: | | | | | | | | | | | | | | | | | | | |
| I, _____ agree to the conditions stated in this manual and the above paragraph. | | | | | | | | | | | | | | | | | | | |

For any additional questions, please feel free to email Luke Bauer at lbauer@irvingconventioncenter.com or call 972-401-7773.