



Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Phone: 540-548-5555 Fax: 540-548-0552

DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS

The Fredericksburg Expo & Conference Center will receive and store shipments, and will deliver packages to your booth.

Fees

All fees MUST be paid in advance.

Checks should be made payable to:

**Fredericksburg Expo Center, LLC.
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401**

Shipment Weight

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

**Additional forklift & labor charges may apply for materials delivered on pallets,
or for materials unable to be hand delivered.**

FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.

Insurance

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

Shipping Label Format

Ship to: Show Name: _____
Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401

Exhibitor Company Name: _____

Outbound Shipping

The Fredericksburg Expo & Conference Center will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center.

Items ARE NOT TO BE LEFT on the show floor for carrier pick-up.

Any items left at the Fredericksburg Expo & Conference Center after show closing will be considered trash and will be disposed of.



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DRAYAGE / SHIPPING / ORDER FORM

Mail or Fax this form and payment BEFORE your show.

Freight Handling Fees Per Hundred Weight (CWT)

Shipments up to 100 lbs -----	\$25.00
101 lbs - 200 lbs -----	\$50.00
201 lbs - 300 lbs -----	\$75.00
301 lbs - 400 lbs -----	\$100.00
401 lbs - 500 lbs -----	\$125.00
Amounts over 500 lbs -----	Please call in advance to make receiving arrangements.

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PAYMENT INFORMATION

Company Name: _____ On-Site Representative: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # _____

CARD NUMBER: _____ Expiration Date: _____/_____/_____

CARD HOLDER'S SIGNATURE: _____

Make Checks Payable to: **Fredericksburg Expo Center, LLC.**

SHIPMENT INFORMATION

Show Name: _____ Estimated Delivery Date: _____

Carrier: _____

Total Number of Packages: _____ Total Weight: _____ Total Cost (See Above): _____

Questions regarding shipping instructions? Call us at 540-548-5555 ext 108