



MATERIALS HANDLING ORDER FORM

5 Waterford Bridge Rd
 St. John's NL Canada
 A1E 1C5
 Bus: (709) 722 0864 (800) 640 4691
 Fax: (709) 722 8114
 Email: info@easternaudio.com

Company Name: _____ **Show Name:** Artic Technology Conference (ATC 2016)
Contact Email: _____ **Booth Number:** _____
Address: _____ **Advanced Rate Deadline:** October 20th
City, Prov/State: _____ **Contact Name:** _____
Postal/Zip Code: _____ **Contact Ph #:** _____ **Fax #:** _____

Rates are based on each 100 lbs. of weight for your shipment. Please round up to the next 100 lbs.

Example: 527 lbs = 600 lbs.

The greater of actual or volumetric weight will be charged. Vol Weight = 10lbs per cubic ft

Large or oversized shipments requiring special handling (ie. forklift or truck with lift-gate) or freight being delivered to venues without proper loading docks/facilities may be subject to additional charges

Please contact our office prior to completing form. Ph: (709) 722 0864 email: info @ easternaudio.com

ADVANCED SHIPMENTS TO EASTERN AUDIO WAREHOUSE

Advanced Shipments will be accepted at our warehouse 4 Weeks prior to show Load in date. Deadline for advanced shipments = 48 hours prior to show load in. **Shipments will be delivered to the loading dock only. Material handling is required to transport materials to booth space contact the St. John's Convention Centre's (SJCC'S) exclusive material handling provider.**

Minimum Charge (up to 200 lbs)	\$130.00	
Additional \$65.00/100 LBS	WEIGHT	TOTAL

DIRECT SHIPMENT(S) TO SHOWSITE:

Please contact the SJCC'S exclusive materials handling provider for details on this service

POST SHOW SHIPMENTS FROM EASTERN AUDIO WAREHOUSE

All materials must be packed up and labeled with all shipping documents including any customs forms, and ready for pickup at the loading dock at the end of the show. **If additional materials handling is required to transport materials from your booth space to the loading dock contact the SJCC'S exclusive material handling provider.** Eastern Audio will transport your materials to our warehouse to hold for your shipping company to pick up the next business day.

Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ c/o Eastern Audio Ltd. It is the exhibitor's responsibility to call their shipping company to arrange pick up the next business day from 0900 to 1700.

Minimum Charge (up to 200 lbs)	\$90.00	
Additional \$45.00/100 LBS	WEIGHT	TOTAL

Any shipments left at our warehouse longer than 5 business days will be **FORCE SHIPPED COLLECT** using our choice of transport.

MATERIALS HANDLING TOTAL: \$