



2900 S. Hydraulic
 Wichita, Kansas 67216
 316-943-1851 – Fax 316-267-4804
 EMAIL: info@henryhelgerson.com

KMEA 2020 In-Service Workshop
 Booth # _____
 Century II Convention Center
 Wichita, Kansas
 February 27-29, 2020

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
3. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: NAME OF SHOW C/O HENRY HELGERSON COMPANY
2900 S. Hydraulic, Wichita Kansas 67216

ADVANCE TO WAREHOUSE MUST BE RECEIVED NO LATER THAN 48 HOURS BEFORE SCHEDULED EXHIBITOR MOVE-IN.

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: NAME OF SHOW C/O HENRY HELGERSON CO.
 CENTURY II CONVENTION CENTER
 225 W. DOUGLAS, WICHITA KANSAS 67202

PRIOR ARRANGEMENTS WITH HENRY HELGERSON COMPANY ARE REQUIRED BEFORE DELIVERY TO CII

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE) _____ TO WAREHOUSE _____ TO SHOW SITE.

SHIPPED VIA: _____ PRO# _____
 DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____
FORK LIFT REQUIRED FOR LOADING/UNLOADING? _____ YES- -ADD \$75.00 PER HOUR OR _____ NO
 # OF CRATES: _____ # OF DISPLAY CASES: _____ #OF CARTONS: _____ # OF SKIDS: _____
 TOTAL # PIECES: _____ TOTAL WEIGHT: _____ x \$48.00/100 lbs. = _____ TOTAL COST _____

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:

SHIP TO: _____
 ATTENTION: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

 MOTOR FREIGHT (NAME) _____ VAN LINE (NAME) _____
 _____ UPS: _____ GROUND _____ BLUE(2ND DAY AIR) _____ RED(NEXT DAY AIR) – UPS ACCT. # _____
 _____ FED EX – ACCT# _____
 _____ OTHER AIR CARRIER (NAME) _____ OTHER AIR CARRIER ACCT #: _____

If you have not designated a motor freight company, Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: KMEA In-Service Workshop 2020 Booth # _____ E-Mail Address _____
COMPANY NAME: _____ ORDERED BY: _____ PHONE #: _____

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal \$ _____
 7.5% Sales Tax \$ _____
 Total Due \$ _____
 Receipt Request _____ Yes _____ No

Payment: Check Visa Master Card Amex Discover
 Card # _____
 Name On Card _____
 Expiration Date _____ Security Code _____
 Signature _____