



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

BOOTH # \_\_\_\_\_  
 Century II  
 Convention Center

# 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 CO)  
 2900 S. HYDRAULIC, WICHITA, KS 67216

ADVANCE TO WAREHOUSE MUST BE  
 RECEIVED NO LATER THAN: **FEBRUARY 12, 2024**

**INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)** \_\_\_\_\_ TO WAREHOUSE \_\_\_\_\_ TO SHOW SITE

SHIPPED VIA: \_\_\_\_\_ PRO # \_\_\_\_\_  
 DATE SHIPPED: \_\_\_\_\_ ESTIMATED DATE OF ARRIVAL: \_\_\_\_\_  
 FORK LIFT REQUIRED FOR LOADING/UNLOADING? YES: \_\_\_\_\_ NO: \_\_\_\_\_ ADD \$100.00 PER UNLOAD OR RELOAD  
 # 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: \_\_\_\_\_ FREIGHT COMPANY: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_

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 CARDHOLDER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_  
 CARD NUMBER: \_\_\_\_\_ SUBTOTAL FREIGHT CHARGES: \$ \_\_\_\_\_  
 CARDHOLDER SIGNATURE: \_\_\_\_\_ 7.5% SALES TAX: \$ \_\_\_\_\_ TOTAL DUE: \$ \_\_\_\_\_  
 CARDHOLDER PHONE NUMBER: \_\_\_\_\_ CHECK ENCLOSED: \$ \_\_\_\_\_

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

NAME OF EVENT: **KANSAS MUSIC EDUCATORS ASSOCIATION CONFERENCE** BOOTH: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_