



Dear Exhibitor,

Enclosed please find an **Exhibitor Freight Order Form** for the **SymWest Conference** to be held **May 9-11, 2023**, at the **Coeur d'Alene Resort in Coeur d'Alene, Idaho**.

The show sponsor has selected us to handle all freight for this event.

If you should need any freight/boxes shipped for this event, simply complete the attached order form. For questions about our order form, please contact our customer service desk at **(208) 765-2595**.

We are here to assist with any questions you may have. Please assess your freight handling needs, then fax (208-664-3921) or e-mail (Lisa@designevents.com) your order form back to us no later than **April 21, 2023**.

Sincerely,

Lisa Possman

Sales Coordinator

DE Expo and Event Services

Office: 208-765-2595

Fax: 208-664-3921

Lisa@designevents.com

www.de-expoandevent.com

Please visit our Web Site at: www.de-expoandevent.com

5039 Duncan Drive ♦ Coeur d'Alene, Idaho 83815
Office: (208) 765-2595 ♦ Fax: (208) 664-3921 ♦ Toll Free: (800) 840-2280

Mailing Address:
 5039 Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208)765-2595
 Fax: (208)664-3921



Shipping Address:
 5039 Duncan Drive
 Coeur d'Alene, ID 83815

(See pg. 2 & 3 for shipping instructions)

EXHIBITOR FREIGHT ORDER FORM

Please read all Terms and Conditions on Page 4

Event Dates:	MAY 9-11, 2023	Show Name:	SymWest Conference	Booth #:	
Your info	Company Name:		Phone:		
	Address:		Fax:		
	City, St, Zip:		Email Address:		
	Ordered by:				

(printed)

(signed)

SHOW FACTS

FACILITY INFORMATION

Show Facility: **Coeur D' Alene Resort
Coeur D' Alene, Idaho**

SHOW SCHEDULE

Show Hours: **May 9-11, 2023**

Exhibitor Move-In: **May 8th, 4:00pm**

Move-out: **May 11th, Noon**

*** YOUR ORDER DEADLINES ***

(In order to receive advanced rates)

All Advanced Freight ORDERS MUST Be Received By:

April 21st, 2023

All Freight Must Be Received at Shipping Address By:

April 26th, 2023

Please Note: It is highly recommended that freight is shipped to the Design Events warehouse. Most facilities WILL NOT receive and hold freight. Design Events cannot receive freight unless prior arrangements have been made (see page 2).

PAYMENT INFORMATION

(Payment MUST accompany order)

PAYMENT TOTALS

From pg.	Type	Page Total
2, 3	Freight	
	Subtotal	
	Tax (6%)	
	Grand Total	

PAYMENT METHOD

<input type="checkbox"/> VISA	Expiration Date _____
<input type="checkbox"/> MC	Company Check _____
<input type="checkbox"/> AMEX	*Please enclose check with order form
Credit Card # _____	
Cardholder _____	
Signature _____	

(Please return this page with ALL orders)

Mailing Address:
 5039 Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208) 765-2595
 Fax: (208) 664-3921



Shipping Address:
 5039 Duncan Drive
 Coeur d'Alene, ID 83815

FREIGHT HANDLING SERVICES

See instructions, information & liability disclaimers under Terms and Conditions, page 4

Event Dates: MAY 9-11, 2023	Show Name: SymWest Conference	Booth:
Your info	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip _____	
	Ordered by: _____	
	(printed)	(signed)

Please label EACH piece of Freight in this manner :

SymWest Conference
 Booth #, booth name, Box X of X
 c/o Design Events, Inc
 5039 Duncan Drive
 Coeur d'Alene, ID 83815

INCOMING FREIGHT INFORMATION

Please provide us with as much information about your shipment(s) as possible. This will ensure that all your freight will be placed in your booth prior to the show, as well as provide us with the necessary information to trace any missing packages.

Shipper Name _____	From City/State _____
Shipping Date _____	Expected Arrival Date _____ Total lbs. _____
Total # of pieces _____	Total # of Pallets _____ Total # of Crates _____
Carrier _____	Tracking #(s) _____
INSURED? YES ___ NO ___	INSURED AMOUNT: \$ _____

Shipper Name _____	From City/State _____
Shipping Date _____	Expected Arrival Date _____ Total lbs. _____
Total # of pieces _____	Total # of Pallets _____ Total # of Crates _____
Carrier _____	Tracking #(s) _____
INSURED? YES ___ NO ___	INSURED AMOUNT: \$ _____

FREIGHT HANDLING RATES (INCLUDES CONTAINER STORAGE AND OUTBOUND HANDLING)

<u>DESCRIPTION</u>	<u>TOTAL # OF POUNDS</u>	<u>RATE PER LB</u>	<u>TOTAL COST</u>	<u>COMMENTS</u>
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.45	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.50	_____	Minimum Order of 1000#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.60	_____	Minimum Order of 150#

Total from Pg 2: \$ _____
 (carry amount forward to pg 1)

PLEASE NOTE: These charges are NOT shipping charges. All charges incurred for shipping are separate and must be arranged through the carrier. There is a non-refundable minimum of 150 lbs drayage fee (minimum of 1000 lbs. drayage fee for orders over 1000 lbs) for any orders handled.

See page 3 for RETURN SHIPPING INSTRUCTIONS



RETURN SHIPPING INSTRUCTIONS

PAGE 3

To insure that your freight will be sent out in a timely manner, outbound freight information is very important. Please fill out this form and return to us if Design Events will be handling your outbound shipments.

Your outbound shipment cannot be shipped out without a completed freight label or Bill of Lading. If you fail to send one to us prior to the show, we will have them available for you to fill out at the show within a freight packet that will be delivered to your booth at the beginning of the show. Design Event will not be responsible to fill out shipping labels.

Event Dates: MAY 9-11, 2023	Show Name: SymWest Conference	Booth:
Your info	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip _____	
	Ordered by: _____	

(printed)

(signed)

OUTBOUND FREIGHT SHIP TO INFORMATION:

Company/Contact _____
 Address _____
 City, State, Zip _____

Preferred Carrier Name: _____		Preferred Carrier Account # _____	
Note: If you do not have a preferred carrier, we recommend <i>Fed Ex Freight</i>			
____ Overnight/Priority	____ 2nd Day Air	____ Ground Service (if applicable)	
Tracking #(s) _____			
Declared Value: \$ _____			
Total # of pieces: _____	Total # of Pallets _____	Total # of Crates _____	
Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____			
If yes, please give date and time: _____			

Preferred Carrier Name: _____		Preferred Carrier Account # _____	
Note: If you do not have a preferred carrier, we recommend <i>Fed Ex Freight</i>			
____ Overnight/Priority	____ 2nd Day Air	____ Ground Service (if applicable)	
Tracking #(s) _____			
Declared Value: \$ _____			
Total # of pieces: _____	Total # of Pallets _____	Total # of Crates _____	
Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____			
If yes, please give date and time: _____			

Additional Handling Charges apply if shipping FEDEX or UPS *Ground (Includes 3-Day Select)* Service:

DESCRIPTION	TOTAL # OF PIECES	RATE PER PIECE	TOTAL COST	COMMENTS
Freight Handling Service	_____	\$10.00	_____	

Total Add'l charge: \$
(carry amount forward to pg 1)

IMPORTANT: If you make arrangements for your shipment to be picked up by your carrier and you have not notified Design Events with the information noted above, your shipment may not be ready for pickup which can result in additional charges to you by your carrier resulting in failure of notification. Design Events does not accept responsibility of additional charges you may incur as a result of this.



Drayage is the term for handling freight. If you are sending freight for the show, it is important to work through Design Events. *Do not send your freight directly to the show facility. Area facilities typically do not receive and hold freight.* Design Events' fees for drayage include handling of your freight only. All charges incurred for shipping are separate, and must be arranged through a carrier.

Our services include:

- Accepting freight at warehouse
- Assisting vendor in tracking down missing freight
- Transferring freight to show site
- Placing labeled freight in your booth before vendor move-in time
- Storing empty containers and returning them to your booth at the close of the show
- Picking up labeled and packaged freight from your booth after the show
- Scheduling with carrier a pick-up for the next business day

1. Please fill out the Freight forms completely, and send or fax them in so we know how much freight to expect and when to expect it. **NO FREIGHT WILL BE ACCEPTED ON A COLLECT BASIS**, and payment for drayage services must be made before your freight arrives at our warehouse.
2. Vendors are responsible for adequately packaging goods and properly filling out all paperwork.
3. Label each piece as follows: Name of show, name(s) affiliated with booth, name of company, and booth number. This will ensure proper placement of freight. Note on the label or package the total number of pieces, such as "1 of 6", "2 of 6", etc.
4. Direct shipments to the exhibit facility will only be accepted during customer service hours, and are subject to handling charges unless your representative is available to sign for delivery.
5. Vendors will be responsible for all shipping charges. Storage fees will apply if containers are received at our warehouse prior to (21) days before the show (.01/lb per day). Please time your shipping so your freight arrives at our warehouse on a weekday between 9am and 5pm. We will no longer accept freight at our warehouse after the show officially begins. If freight arrives at our warehouse during or after the set-up of the show, an additional charge of up to \$65 may apply if a special trip to the warehouse is necessary.
6. Design Events will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
7. Design Events must be notified if the number or type of items in your booth is not correct. You must contact the Design Events customer service representative at the show. No refunds will be made for items missing from your booth, if Design Events has not been notified during the Design Events customer service hours listed on page #1 of the exhibit packet.
8. Design Events will not be responsible for loss, theft or disappearance of exhibitor's materials after these items have been delivered to the exhibitor's booth, or before they are picked up from the booth for reloading after the show.
9. Design Events will not be liable for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, weather conditions, and labor strikes.
10. Design Events may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
11. Design Events' liability will be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, Design Events' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$700.00 per shipment, whichever is less.
12. Design Events will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, or damage to an exhibitor's materials which may make it impossible or impractical to exhibit the same.
13. Design Events will not issue refunds for vendors who send freight or equipment orders, but subsequently fail to attend the show.
14. Design Events will issue a 10% billing fee if your charges are not paid by the end of the show.
15. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
16. Exhibits and materials for which arrangements have not been made with Design Events, will be transported to our warehouse, at exhibitor expense, to await disposition.
17. Design Events reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after close of the show.