



Kansas SHRM Conference 2017

Booth # \_\_\_\_\_

Overland Park Conv. Center

Overland Park, Kansas

September 20-22, 2017

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

## 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. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
4. Henry Helgerson Company

#### 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 3 DAYS BEFORE SCHEDULED EXHIBITOR**  
**MOVE-IN.**

#### INBOUND SHIPPING INFO – PRIOR TO EXHIBIT

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(2<sup>ND</sup> 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: **Kansas SHRM Conf. 2017** Booth # \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

Subtotal \$ \_\_\_\_\_  
9.1% Sales Tax \$ \_\_\_\_\_  
Total Due \$ \_\_\_\_\_  
Receipt Request  Yes  No

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