



2900 S. Hydraulic
Wichita, Kansas 67216
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Kansas SHRM Conference 2017

Booth # _____

Overland Park Conv. Center

Overland Park, Kansas

September 20-22, 2017

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(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: 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 _____