

Material Handling Form A

Payment must accompany order form

Discount Deadline: FEBRUARY 3, 2017

Show Name:	NATIONAL COLLEGE FAIR, PITTSBURGH 2017	Show Dates:	FEBRUARY 9-10, 2017
Company Name:		Booth Number:	
Contact Name:		Phone Number:	

Please indicate service requested with an "x" in the appropriate box.

Service A

Advance receiving at APA Warehouse for shipments over 35 pounds

- ✓ Receive and store equipment up to 4 weeks prior to the show dates (no loose materials)
- ✓ Deliver materials to designated show site exhibit space
- ✓ Remove empty containers from show floor and return at close
- ✓ Remove & ship exhibit materials to designated carriers
- ✓ Receiving hours are Monday thru Friday, 8:00am-4:00pm, EST. Surcharges may apply for off-target deliveries.

Advanced Discount Rate: \$68.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Standard/Off-Target Rate: \$78.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Service B:

SHOWSITE RECEIVING: Feb, 8th, Between 3-5pm and Feb 9th, Between 7-8:30am

Direct shipment to show site over 35 pounds

- ✓ Shipments received only during exhibit set up hours
- ✓ Deliver materials to designated show site exhibit space
- ✓ Remove empty containers from show floor and return at close
- ✓ Remove & ship exhibit materials to designated carriers
- ✓ Surcharges may apply for off-target deliveries

Standard Rate: \$60.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Standard/Off-Target Rate: \$78.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Service C

Small package rate designed for shipments under 35 pounds

Advanced Warehouse Delivery

Show Site Delivery

- ✓ Designed to allow you to ship smaller packages without the 200lbs minimum
- ✓ Defined as a shipment containing pieces under 35lbs (UPS, FedEx, DHL)
- ✓ These shipments are usually delivered without receipts or freight bills and are not palletized

Standard Rate: \$25.00 / Piece + 7% Sales Tax (35lbs. maximum)

Standard/Off-Target Rate: \$35.00 / Piece + 7% Sales Tax (35lbs. maximum)

PLEASE CONTINUE TO MATERIAL HANDLING FORM A2

Material Handling Form A2

Material Handling Rate Calculation:

- ✓ Service A & Service B rates are based on a per hundred weight charge on the actual weight of the inbound shipment rounded to the next 100lbs. (for example: 225lbs = 300lbs.). Weights of 200lbs. or less should be calculated at 200lbs. minimum. Surcharges may apply to late or off-target shipments (arriving before or after exhibitor set up times, late warehouse deliveries, Saturday or Holiday deliveries).
- ✓ Service C rates are based on a per piece count on materials under 35lbs. This rate was developed to allow you to ship small packages without incurring a 200lbs. minimum charge at the warehouse or at the show site. For example, if you would “split” a shipment or send a non-palletized delivery (UPS, FedEx, and DHL), you would incur a 200lbs. minimum charger per shipment on each delivery (although poundage may not excel 35lbs.). Service C allows you to ship a small package after your larger shipment has arrived without the additional charges. Please call our offices for more information.
- ✓ Service D rates are based on a per trip/10’x10’ booth space. A 20’x10’ booth space would be 2x the published rates.
- ✓ Consolidate shipments to save on additional charges. Try to consolidate your shipments into one delivery date and avoid surcharges.

Please use the following table to estimate your charges. This is for estimating purposes only and does not represent a final invoice.

Services A & B:

Total Weight / 100	X	Rate/CWT	=	Sub-Total	X	1.07 Sales Tax	=	Total \$ (200lbs. Minimum)
Lbs./100	X		=		X		=	
Lbs./100	X		=		x		=	

Small Package Service C:

# of Small Packages	X	Rate/Pkg.	=	Sub-Total	X	1.07 Sales Tax	=	Total \$
	X		=		X		=	

POV Service D:

# of Trips (per 10’x10’ space)	X	Rate/Trip	=	Sub-Total	X	1.07 Sales Tax	=	Total \$
	X		=		X		=	

Yes, we have completed the Payment Policy form located inside this packet

Material Handling prices to not include uncrating or placing equipment. Heavy equipment or machinery which require cranes, oversized forklifts, and specialized rigging equipment for unloading will need to be coordinated well in advance with APA, Inc. Please refer to the Heavy Machinery/Rigging Services form in this packet, if applicable.

Payment in full, including tax, must accompany order and be received by our office by the deadline date to qualify for discounted rates. Please complete the Payment Policy form in this packet. Loose shipments will not be accepted at the advanced warehouse location. Shipments must be sent prepaid. Collect shipments will be refused and will be the responsibility of the exhibitor to reschedule and pay any costs incurred. The consignment or delivery of materials to APA will be construed as an acceptance of services by the exhibiting company and payment will be due per APA statement policy. Outbound freight may be forced to the show carrier and sent collect, if an outbound carrier is not selected or does not check in at the designated times. All materials will be charged at 200lbs. per shipment, minimum.

Outbound Shipping

Show Name:	NATIONAL COLLEGE FAIR, PITTSBURGH 2017	Show Dates:	FEBRUARY 9-10, 2017
Company Name:		Booth Number:	
Contact Name:		Phone Number:	

- Outbound information should be filled out completely and returned to APA.
- All shipments must arrive prepaid. Collect shipments will be refused.
- Be aware of deadline dates as well as exhibit set up and dismantle times. Surcharges may apply for off-target and special handling.
- All in & outbound shipments must have a Bill of Lading. Outbound Bills of Lading must be filled out and returned to a representative of APA, Inc. at the service desk area. If no return information is provided, materials will be forced to the show carrier.
- If designated carriers are to be used, it is the responsibility of the exhibitor to schedule the pick up at the appropriate times. If that carrier fails to accept the shipment at the required time, the materials will be sent collect with the show carrier.
- All outgoing materials will be shipped collect unless otherwise instructed.

Outbound Shipping Info (please complete):

Shipper/Exhibitor Name:	
Billing Address:	
City, State, ZIP:	
Company Name:	
Delivery Address:	
City, State, ZIP:	
Attn:	
Phone Number:	
Special Instructions:	

Please remember that You are Responsible For:

- Packing & labeling the shipment
- Returning the completed Bills of Lading to our service desk
- Contacting your carrier with pick up guidelines and times
- Please refer to the Important Dates section of the exhibitor packet for dismantle times and dates

Check Method of Shipment

UPS:

Account Number: _____

Next Day

2nd Day

Ground 5-7 Days

FedEx:

Account Number: _____

Next Day

2nd Day

Economy 3 Day

Air Freight:

Type of Service: _____

Name of Carrier: _____

Van Line:

Name of Carrier: _____

Common Carrier 5-7 Days:

Name of Carrier: _____

Show Carrier

Other:

Type of Service: _____

Name of Carrier: _____

APA EXPOSITION SERVICES

R U S H

DEADLINE DATE:

FEB 3, 2017

NACAC

APA Exposition Services
20 - 39th Street
Pittsburgh, PA 15201

WAREHOUSE

TO: _____

BOOTH: _____

OF PCS _____ **OF** _____

CARRIER: _____

Please use the labels above for any advanced or direct shipments handled by APA EXPOSITION SERVICES. Feel free to copy them as needed.

APA EXPOSITION SERVICES

R U S H

DELIVER ON:

FEB 8, 2017 (3-5PM)

FEB 9, 2017 (7-8:30AM)

NACAC

C/O APA EXPO
DLCC CONVENTION CENTER
1000 FT DUQUESNE BLVD
PITTSBURGH, PA 15222

SHOW SITE HALL B

TO: _____

BOOTH: _____

OF PCS.: _____ **OF** _____

CARRIER: _____

Please use the labels above for any advanced or direct shipments handled by APA EXPOSITION SERVICES. Feel free to copy them as needed.

Furniture Rental Form A

Payment must accompany order form

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Show Name:	NATIONAL COLLEGE FAIR, PITTSBURGH 2017	Show Dates:	FEBRUARY 9-10, 2017
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Chairs

Qty.	Code	Description	Discount Price	Standard Price	Total
	101	Upholstered Counter Stool	\$69.00	\$82.50	
	102	Upholstered Arm Chair—Black	\$41.00	\$51.25	
	106	Standard Folding Chair	\$20.00	\$25.00	

Unskirted Display Tables

Qty.	Code	Description (W x L x H)	Discount Price	Standard Price	Total
	201	2'x4'x30" Unskirted	\$38.00	\$48.00	
	202	2'x6'x30" Unskirted	\$45.00	\$54.00	
	203	2'x8'x30" Unskirted	\$45.00	\$54.00	
	204	2'x4'x40" Unskirted	\$52.00	\$58.00	
	205	2'x6'x40" Unskirted	\$52.00	\$58.00	
	206	2'x8'x40" Unskirted	\$52.00	\$58.00	

Skirted Display Tables and Accessories

Includes White Vinyl Top

Qty.	Code	Description (W x L x H)	Discount Price	Standard Price	Total
	301	2'x4'x30" Skirted 3 Sides	\$70.00	\$85.00	
	302	2'x6'x30" Skirted 3 Sides	\$80.00	\$90.00	
	303	2'x8'x30" Skirted 3 Sides	\$90.00	\$100.00	
	304	2'x4'x40" Skirted 3 Sides	\$80.00	\$100.00	
	305	2'x6'x40" Skirted 3 Sides	\$90.00	\$100.00	
	306	2'x8'x40" Skirted 3 Sides	\$100.00	\$115.00	
	307	Add Skirting to 4 th Side, 30" or 40"	\$18.00	\$28.00	
	521	30"x30" High Cocktail Table—Plywood	\$65.00	\$75.00	
	522	30"x30" Black Cocktail Linen	\$21.00	\$27.00	
	523	30"x40" High Cocktail Table—Plywood	\$75.00	\$85.00	
	524	30"x40" Black Cocktail Linen	\$21.00	\$27.00	
	511	Literature Rack—5 bin	\$85.00	\$100.00	
	509	Chrome Bag Stand	\$55.00	\$75.00	

APA Exposition Services 20 – 39th Street Pittsburgh, PA 15201

Fax: 412-681-3130 Email: info@apaexpo.com Phone: 412-681-3110

