Fredericksburg Expo & Conference Center
Ballantine Management Group of VA
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Phone: 540-548-5555 Fax: 540-548-5577

DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS

The Fredericksburg Expo & Conference Center & Ballantine Management Group will receive and store shipments, and will deliver packages to your booth.

Fees

All fees MUST be paid in advance.
Checks should be made payable to:

Ballantine Management Group
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401

Shipment Weight

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center/BMG does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered.
FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.

Insurance

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center/BMG will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

Shipping Label Format: YOU MAY HAVE YOUR ITEM SHIPPED HERE BETWEEN September 4th – 11th, 2018 AND ARRANGE FOR PICK UP BY September 13th, 2018

Ship to: Show Name: 2018 FAAR EXPO
Fredericksburg Expo & Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401

Exhibitor Company Name:_____

Outbound Shipping

The Fredericksburg Expo & Conference Center / BMG will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center. Items ARE NOT TO BE LEFT on the show floor for carrier pick-up without proper documentation. You are responsible for packing up, labeling and making the arrangements for carrier to pick up your package. We are not responsible for this.
Any items left at the Fredericksburg Expo & Conference Center after August 9th will be considered trash and will be disposed of.

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DRAYAGE / SHIPPING / ORDER FORM

Mail or Fax this form and payment BEFORE your show.

Freight Handling Fees Per Hundred Weight (CWT)

Shipments up to 100 lbs ---------- $38.00 per 100 pounds
101 lbs – 200 lbs ---------- $35.00 per 100 pounds
201 lbs – 300 lbs ---------- $30.00 per 100 pounds
301 lbs – 400 lbs ---------- $25.00 per 100 pounds
401 lbs – 500 lbs ---------- $20.00 per 100 pounds
Amounts over 500 lbs ---------- Please call in advance to make receiving arrangements.
Example: 450 lbs divide by 100 = 4.5 X $20.00 = $90.00

Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound or less are received and stored free of charge.

PAYMENT INFORMATION

Company Name:_____ On-Site Representative:_____

Company Address:_____ City:_____ State:____ Zip:_____

Phone Number:_____ Fax Number:_____

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check #_____

CARD NUMBER:_____ Expiration Date:_____ CVC_____

CARD HOLDER'S SIGNATURE:_____

Please initial that you understand that you have to make all the arrangements for pick up after the show is over – you pack it up, you provide the labels and you will call for carrier pick up: _____

Make Checks Payable to: **Ballantine Management Group**

SHIPMENT INFORMATION

Show Name: 2018 FAAR EXPO Estimated Delivery Date:_____

Carrier:_____

Total Number of Packages:_____ Total Weight:_____ Total Cost (See Above):_____

Questions? Contact Exhibitor Services at 540-548-9239 or csilversmith@bmg1.com