



## SHIPPING AND HANDLING

1. Please use the shipping labels on the next page to help us handle your freight more efficiently.
2. **ALL SHIPMENTS MUST BE PREPAID OR THEY WILL NOT BE ACCEPTED**
3. Bills of Lading and Notice of Shipment should be promptly mailed to CORT Party Rental to allow for proper tracing and control of all shipments. **BE SURE TO FURNISH NAME OF DELIVERY CARRIER.**
4. CORT Party Rental is not responsible for advance shipments made directly to the exhibit site.
5. **RETURN SHIPMENTS MUST GO OUT FREIGHT COLLECT.** If you elect to ship UPS, call tags must be issued through you in order to ship freight collect.
6. CORT Party Rental is not responsible for shipments after delivery to exhibit site and before pick-up from exhibit site.
7. Shipments received without carrier receipts will be delivered to your booth with no piece count guarantee.
8. CORT Party Rental is not responsible for concealed damage.
9. CORT Party Rental reserves the right to re-route and/or warehouse materials at the close of show if scheduled shipper fails to pick up or refuses to accept said shipments. Exhibitor will be charged accordingly.



# DRAYAGE

(The internal handling of an exhibit from a storage warehouse to the exhibit site; the removal and return of empty crates and arrangement of return transportation from show site.)

<b>Description</b>	<b>Min. Charge Per Shipment</b>	
1. Handling Incoming Through Warehouse – Shipments of common freight and crated exhibits will be received at Warehouse – stored up to 20 days prior to move-in period – delivered to exhibit area and placed in booth; by production staff. Items will then be picked up at close of show, we will move shipments from booth to dock and reload to trucks. Rates are per pound, with a 100lb. minimum per shipment. \$40.00 Min.		.40/lb
2. Storage and Warehouse Handling – per event – per 100 lb.	\$5.00	\$30.00 Min.
3. Transportation handling-in and out – per 100 lb.	\$5.00	\$30.00 Min.

In order for us to trace delayed shipments, we must have complete routing information with name of the originating carrier and connecting carriers.

**THIS FORM MUST BE RETURNED TO CORT PARTY RENTAL BEFORE ANY SHIPMENTS ARE RECEIVED AT ABC SPECIAL EVENT RENTALS.**

**Shipments to Show:**

Shipped from (city) \_\_\_\_\_ Truckline \_\_\_\_\_ Pro.No. \_\_\_\_\_  
 Shipping Date \_\_\_\_\_ Approx. Arrival Date \_\_\_\_\_  
 No. of Shipment \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_  
 Local Representative \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Return Shipments at End of Show:**

Ship to: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Collect \_\_\_\_\_  
 Description \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_

Special Instructions (attach separate sheet if necessary):

Forward Via (circle one):    Motor freight    Moving van    Air freight    Other

**Shipments left at convention site without proper forwarding instructions will be returned to the CORT Party Rental warehouse at the expense of the exhibitor.**

**ALL INVOICES NOT PAID ON OR BEFORE DELIVERY TO BOOTH SUBJECT TO A 25% BILLING SURCHARGE.**



PARTY RENTAL

**WAREHOUSE SHIPMENT**

SHOW: Lake Union Boats Afloat Show

**EXHIBITION MATERIAL**

**MUST ARRIVE BY: Wednesday, September 5, 2018**

To: \_\_\_\_\_  
(Exhibiting Company Name)

**C/O CORT Party Rental**  
**6101 Associated Blvd, Suite 102**  
**Everett, WA 98203**

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

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



**PAYMENT POLICY**  
**This form must be completed.**

1. ALL ACCOUNTS MUST BE SETTLED BEFORE THE START OF THE SHOW. An invoice will be prepared for signature and payment. We will accept checks, MasterCard, Visa, Discover and American Express. Please notify your company representative attending the show of our payment policy.
2. **IMPORTANT: TO OBTAIN THE PRE ORDER PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.**
3. If your company has a past-due unpaid balance for previous services with CORT Party Rental, payment in full for delinquent invoices and all new orders will be required prior to our filling any orders.
4. International exhibitors must prepay all services prior to show opening in U.S. dollars and drawn on U.S. banks.
5. **All invoices not paid by close of show will be subject to a 25% billing surcharge.**
6. NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW.

**CREDIT CARD CHARGE AUTHORIZATION**

Complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor or miscellaneous items not paid will be charged to your credit card account where applicable.

Charge to (circle)                      Visa    MasterCard    Discover    American Express

Account number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
CCV# \_\_\_\_\_ (3 digits on back of Visa/MC and 4 digits on front of Amex/Discover)

CARDHOLDER'S  
SIGNATURE \_\_\_\_\_

CARDHOLDER'S NAME  
\_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS  
\_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EXHIBITOR/CO. NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

(CCV# is the 3 digit code on the back of MC, Visa, Discover cards, and the 4 digit code on the front of American Express cards. We are unable to process the credit card without this number.)