

Shipping Policy and Materials Handling/Storage Form

Please sign this form and return to the Holiday Inn Executive Center via fax (573-446-1159)

STORAGE FEES:

The Holiday Inn Executive Center / Columbia Expo Center will receive and store shipments up to 48 hours (2 Business Days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, storage fees will be assessed.

Fees assessed will be: \$30 PER 100 lbs (\$30 minimum charge will apply and combined weight calculated if multiple boxes/per shipment) PER DAY. All weights rounded up to the next 100 lbs.

*Packages with storage fees will not be delivered to the booth or meeting until payment of the storage fee is received

*The Executive Center WILL NOT be held responsible for materials in storage or damage to materials

HANDLING FEES:

A Fee will be assessed to deliver and remove pre-packaged materials to and from the loading dock area to the necessary booth or meeting room. Handling fees will be charged on materials received less than 48 hours prior to set-up date.

Fees assessed will be: \$15 PER 50 lbs. (\$15 minimum charge will apply)

*You will only be charged for either storage OR handling. You will not be charged for both.

All weights rounded up to the next 50 lbs.

SHIPPING ARRANGEMENTS:

It is the responsibility of the Exhibitor/Exhibiting Company to make the arrangements for exhibit materials to be shipped out of the Holiday Inn Select Executive Center/Columbia Expo Center upon completion of the show.

This includes:

1. Packing the materials
2. Provide and Complete Paperwork/Bill of Lading
3. Affix labels to containers
4. Call shipping company to arrange the pick up

*All shipping is the responsibility of the shipper and MUST be prepaid. Expo personnel WILL NOT assume any responsibility for shipping items left in a booth after a show.

*Materials that have not been collected within 48 hours (2 business days) of the show will be shipped COD to the originating sender and storage fees will be assessed.

*Shipments should be scheduled for delivery 8:00am-4:00pm Monday through Friday.

SHIPPING LABEL: Please fill out accordingly:

“Missouri Association of County Clerks and Election Authorities” Hold for arrival on _____
Name of Exhibitor, Company, & “Booth #”
Holiday Inn Executive Center/Columbia Expo Center
2200 I-70 Drive SW
Columbia, MO 65203

FORK LIFT USAGE:

Holiday Inn Executive Center / Columbia Expo Center staff will be available to assist with load-in/load-out. ONLY Expo staff will be authorized to drive the Fork Lift.

Fees assessed will be: \$75.00 PER HOUR (All charges will be paid for prior to end of the show. Payment for a minimum of one hour required)

Please sign and return with contract or amenity order form. **Contracts and Order forms cannot be honored without the signature of this letter, as well as valid credit card information and signature.

I have read and understand the rules and regulations of the Columbia Expo Center and I am aware of the charges that will be incurred for storage and/ or handling of boxes or materials.

COMPANY NAME

PRINT NAME

AUTHORIZING SIGNATURE

DATE



Method of Payment Form for Booth Amenities, Electrical & Shipping Services

Holiday Inn Executive Center, 2200 I-70 Dr. SW, Columbia, MO 65203

Phone: 573-446-3943 Fax: 573-446-1159

Please complete the following information and return with your order form for charges incurred for amenities, electrical service and shipping/storage/handling of materials for booth (if applicable):

Company Name: _____

Contact Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____

Method of Payment (Select One):

_____ If paying by check please make payable to: **COLUMBIA EXPO CENTER**

_____ If paying by credit card, please complete the following:

Type of Card to be charged: _____ Credit Card _____ Debit Card

Please note if you are paying with a debit card: The hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will also have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.

Please note: All credit or debit cards will be charged upon receipt of order forms for items ordered.

As the authorized cardholder, I agree to the following use of this card:

___XXX___ Use Credit /Debit Card to pay for charges ordered for my exhibit booth including booth amenities, electrical fees, and shipping/storage fees for booth materials shipped to the hotel.

Card Number _____ **Exp. Date** _____

Name on Card _____

Authorized Signature _____

NOTE: No credit or refund will be issued on items ordered but not used.

For Internal Use:
Date Rec'd: _____ Amount Rec'd: _____
Check #: _____ CC Authorization: _____