



2900 S. Hydraulic
Wichita, Kansas 67216
316-943-1851 – Fax 316-267-4804
EMAIL: info@henryhelgerson.com

Women's Fair 2018
Booth #
Century II Convention Center
Wichita, Kansas
February 16-18, 2018

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. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
3. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

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 48 HOURS BEFORE SCHEDULED EXHIBITOR MOVE-IN.

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
For: NAME OF SHOW C/O HENRY HELGERSON CO.
CENTURY II CONVENTION CENTER
225 W. DOUGLAS, WICHITA KANSAS 67202

PRIOR ARRANGEMENTS WITH HENRY HELGERSON COMPANY ARE REQUIRED BEFORE DELIVERY TO CII

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE) TO WAREHOUSE TO SHOW SITE.

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: Women's Fair 2018 Booth # E-Mail Address
COMPANY NAME: ORDERED BY: PHONE #:

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal \$
7.5% Sales Tax \$
Total Due \$
Receipt Request Yes No

Payment: Check Visa Master Card Amex Discover
Card #
Name On Card
Expiration Date Security Code
Signature