



2900 S. Hydraulic  
 Wichita, Kansas 67216  
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KWEA/KsAWWA Joint Conference 2018

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

Kansas Expocentre

Topeka, Kansas

August 28-30, 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. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
4. Henry Helgerson Company

### 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 3 DAYS BEFORE SCHEDULED EXHIBITOR  
 MOVE-IN.**

### INBOUND SHIPPING INFO – PRIOR TO EXHIBIT

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(2<sup>ND</sup> 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: KWEA/KsAWWA Joint Conf. 20 Booth # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

Subtotal \$ \_\_\_\_\_

9.15% Sales Tax \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

Receipt Request \_\_\_\_\_ Yes \_\_\_\_\_ No

Payment:  Check  Visa  Master Card  Amex  Discover

Card # \_\_\_\_\_

Name On Card \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_