



WHISTLER SHOW SERVICES
Shipping address:
#3-1208 Alpha Lake Rd. Whistler BC V0N 1B1

Mailing address:
3201 Arbutus Drive, Whistler, BC V0N 1B3
PH: 877-938-4891 FAX: 604-938-4892
info@whistlershowservices.com

MATERIAL HANDLING & DRAYAGE (instructions)

INBOUND SHIPPING INSTRUCTION • ATTENTION SHIPPERS:

- All shipments must be accompanied with a bill of lading indicating the number of pieces, weight and description of contents.
- All freight to the advance warehouse must be properly crated, boxed or stretched wrapped on pallets.
- All freight must be labeled with the company name, show name, contact name and booth number.
- If shipment is from outside Canada, please ensure all Customs Documentation is included with shipment.
- Once shipped, copies of the bill of lading must be immediately faxed to WHISTLER SHOW SERVICES along with the name of your on-site representative.
- For advance receiving and show site delivery, mail or fax the MATERIAL HANDLING & DRAYAGE ORDER FORM with the AUTHORIZATION FORM & PAYMENT SUMMARY to WSS office at 3201 Arbutus Drive, Whistler, BC, V0N 1B3.

Shipping Address:

Whistler Show Services Advance Warehouse
#3 - 1208 Alpha Lake Road
Whistler, B.C. Canada
V0N 1B1
fax: 1.604.938.4892

The material handling service provided by WHISTLER SHOW SERVICES (WSS) will end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move out times and days and confirm with your carrier that they are able to meet these allotted times.

OUTBOUND SHIPPING INSTRUCTION

Outbound shipments bill of lading must be completed. Please ensure that all pieces are boxed and labeled clearly with the destination address and contact information. You must arrange for your transport company to pick up your goods on at the close of the show. In the event your selected carrier fails to show on final move-out day and proper time frame WHISTLER SHOW SERVICES will send out "collect" using our choice of transport company. Freight storage after the show close will be charged at 50% of the total handling fee.

SPECIAL HANDLING & EQUIPMENT RENTAL

A 25% Surcharge will apply to final material handling total on oversize shipments requiring special equipment or services or service to transport, raise, level, etc. Please note that in all cases, YOU are the shipper and are also responsible for rental costs of special equipment. Prior arrangements must be made with WHISTLER SHOW SERVICES material coordinator at 1-877-938-4891.

TERMS & CONDITIONS – BY SUBMITTING THE MATERIAL HANDLING & DRAYAGE ORDER FORM, YOU AGREE TO THE FOLLOWING:

All shipments must be sent pre-paid; Any collect shipments will NOT be ACCEPTED. WHISTLER SHOW SERVICES is not responsible for any concealed damage, damage to loose or inadequately packed shipments, and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. It is the exhibitor's sole responsibility to ensure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. Any and all claims must be settled at WHISTLER SHOW SERVICES Office prior to show closing. Orders will be processed once payment in full has been received. WHISTLER SHOW SERVICES reserves the right to adjust any orders that have been incorrectly calculated and any mathematical miscalculations. Materials must be loaded in and out through the designed loading dock. A 25% Cancellation Fee will be applied to all orders not cancelled within 3 business days of the show open. If full service has been provided then 100% of the original fee will be applied. Additional material handling charges may be processed on weight confirmation. Credit card payments will be processed 5 business days prior to show open.



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MATERIAL HANDLING & DRAYAGE

Company name:..... Booth #.....
 Show name:..... Facility.....
 Pre-order deadline date:..... Page #..... of..... Pages

MATERIAL HANDLING & DRAYAGE (order form 3) SMALL RECEIVING • SHOW SITE RECEIVING

SMALL RECEIVING \$25.00 per envelope MAXIMUM WEIGHT OF 20 LBS.

Receiving materials within 10 business days prior to the official move-in date, stored at WSS warehouse and delivered directly to your booth upon move-in. NO CARTONS will be accepted as small receiving.

shipper	tracking #	# of items	description	est. weight
		/		
		/		
		/		
		/		
		/		
		/		

NUMBER OF ITEMS:..... @\$25.00 per envelope = TOTAL \$.....

SHOW SITE RECEIVING • SPECIAL REQUEST WHEN AND WHERE AVAILABLE • CALL FOR QUOTE

Shipments will be unloaded and delivered directly to your booth. Empties will be removed, placed into storage and returned to the booth following the show closing. Additional charge can apply if on-site storage is not available required. Repacked freight will be returned to loading dock and outbound vehicles.

shipper	tracking#	# of items	description	est. weight
		/		
		/		
		/		
		/		

Consolidated Material Handling order

Advance Receiving to storage \$
 Post show storage \$
 Small receiving \$
 Show site receiving \$

Total \$

Please carry this amount to the Payment Summary Page