

# THE BALLANTINE GROUP

Ballantine Management Group  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401

Phone: 540-548-9239 Fax: 540-548-5577 Email: csilversmith@bmg1.com

## **DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS**

**Event Name:** APWA Mid-Atlantic Chapter Conference and Equipment Show

**Date(s):** May 1 – 4, 2018

**Location:** Fredericksburg Expo & Conference Center, Fredericksburg, Virginia

The Fredericksburg Expo & Conference Center & Ballantine Management Group will receive and store shipments, and will deliver packages to your booth.

### **Fees**

All fees MUST be paid in advance.

Checks should be made payable to:

**Ballantine Management Group, LLC  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401**

### **Shipment Weight**

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center & Ballantine Management Group does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

**Additional forklift & labor charges may apply for materials delivered on pallets,  
or for materials unable to be hand delivered.**

**FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.**

### **Insurance**

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center & Ballantine Management Group will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

**Shipping Label Format: *Items will only be accepted at the Fredericksburg Expo Center between Monday, April 23 through May 4th, 2018. Please make arrangements for pickup on Friday, May 4th, 2018.***

Ship to: Show Name: \_\_\_\_\_  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Exhibitor Company Name: \_\_\_\_\_  
Booth #: \_\_\_\_\_

### **Outbound Shipping**

The Fredericksburg Expo & Conference Center & Ballantine Management Group will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center. Items ARE NOT TO BE LEFT on the show floor for carrier pick-up without proper documentation. You are **responsible** for packing up, labeling and making the arrangements for carrier to pick up your package. We are not responsible for this.

*Any items left at the Fredericksburg Expo & Conference Center after Friday, May 4, 2018 will be considered trash and will be disposed of.*

# THE BALLANTINE GROUP

Ballantine Management Group  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Phone: 540-548-9239 Fax: 540-548-5577 Email: csilversmith@bmg1.com

## **DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS**

**Event Name:** APWA Mid-Atlantic Chapter Conference and Equipment Show

**Date(s):** May 1 – 4, 2018

**Location:** Fredericksburg Expo & Conference Center, Fredericksburg, Virginia

*Please submit this form via mail, email or fax prior to shipping*

### **Freight Handling Fees Per Hundred Weight (CWT)**

Shipments up to 100 lbs ----- \$38.00 per 100 pounds  
101 lbs - 200 lbs ----- \$35.00 per 100 pounds  
201 lbs - 300 lbs ----- \$30.00 per 100 pounds  
301 lbs - 400 lbs ----- \$25.00 per 100 pounds  
401 lbs - 500 lbs ----- \$20.00 per 100 pounds  
Amounts over 500 lbs ----- Please call in advance to make receiving arrangements.  
**Example: 450 lbs divide by 100 = 4.5 X \$20.00 = \$90.00**

*Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound or less are received and stored free of charge.*

### **PAYMENT INFORMATION**

Company Name: \_\_\_\_\_ On-Site Representative: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_

Please initial that you understand that you have to make all the arrangements for pick up after the show is over – you pack it up, you provide the labels and you will call for carrier pick up: \_\_\_\_\_

Make Checks Payable to: **Ballantine Management Group**

### **SHIPMENT INFORMATION**

Show Name: APWA MID-ATLANTIC CHAPTER Estimated Delivery Date: \_\_\_\_\_  
CONFERENCE & EQUIPMENT SHOW

Carrier: \_\_\_\_\_

Total Number of Packages: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Total Cost (See Above): \_\_\_\_\_

**Questions? Contact Casey Silversmith at 540-548-9239 or csilversmith@bmg1.com**