

**MATERIAL HANDLING POLICIES AND PROCEDURES**

Name of Show \_\_\_\_\_

Handling fees will be applied to all shipments based on the fee structure below and will be charged to your credit card on the day of shipment. **Please completed attached credit card authorization.**

Storage fees will be waived for all shipments received within 3 days of show set-up day.

All shipments received from 3-14 days prior to show set-up day will be charged storage fees based on the fee structure below

Due to space limitations, the Madison Marriott West *cannot accept any shipments earlier than 14 days* prior to show set-up day.

**Please label all items with show name, exhibitor name, and booth number and ship to Madison Marriott West**

For items that require special handling or care, please forward detailed handling instructions prior to shipping.

Madison Marriott West agrees to handle all shipments with normal reasonable care and is not responsible for ordinary wear and tear, damage due to fire, theft, vandalism, acts of god, or other causes beyond its control, or requiring exercise of more than reasonable care.

Madison Marriott West will not be responsible for any damage to shipments either visible or concealed.

After shipments are delivered to booth, Marriott will not be responsible for condition, count, or content: nor be responsible for missing material prior to repackaging at the conclusion of the show.

For your protection, **please ensure that your exhibit materials are properly insured against fire, theft, and all other hazards, while in transit to and from your booth and during the show.**

**MATERIAL HANDLING & STORAGE FEES**

**INBOUND**

All parcels subject to handling fees. Parcels received within three days of event not subject to storage fees.

*HANDLING FEE	\$30 per 100 lbs	Est. Weight _____ lbs	Amount \$ _____
STORAGE FEE	\$30 per 100 lbs	Number of Days _____	Amount \$ _____
FORKLIFT FEE (min. 1 hour)	\$35 per hour	Number of Hours _____	Amount \$ _____
			SUBTOTAL
			TAX 5.5%
			TOTAL

\*Minimum fee - \$30

**OUTBOUND**

**Parcels left on property for more than one day after event are subject to handling and storage fees. Final Payment to be charged to credit card on day of outbound shipment.**

*HANDLING FEE	\$30 per 100 lbs	Est. Weight _____ lbs	Amount \$ _____
STORAGE FEE	\$30 per 100 lbs	Number of Days _____	Amount \$ _____
FORKLIFT FEE (min. 1 hour)	\$35 per hour	Number of Hours _____	Amount \$ _____
			SUBTOTAL
			TAX 5.5%
			TOTAL

\*Minimum fee - \$30

**MATERIAL HANDLING**

Booth No. \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

**In order to qualify for discounted rate listed above,  
All orders and payment in full must be received 10 days prior to start of show**