**MATERIAL** **HANDLING** **FORM**

CONFERENCE NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOOTH NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OUT DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ON-SITE CONTACT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CREDIT CARD NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EXPIRY\_\_\_\_\_\_\_\_\_\_\_\_CVV\_\_\_\_\_\_\_\_\_\_

**Material Handling Rates**

Small shipment (under 30 pounds): $45

Shipment weighing between 30-200 pounds: $200 Shipment weight exceeding 200 pounds: $1 per pound

A 30% surcharge will apply to the following:

Material handling orders placed on-site

Paperwork is not sent bhollett@canadianavinc.com

Overnight load in load out(midnight to 6am)

**ITEMS** **SHIPPED** **TO** **CAV**

|  |  |  |
| --- | --- | --- |
| **#** **Of** **Item’s** | **DESCRIPTION** **OF** **ARTICLES** | **WEIGHT** Specify lbs or kgs |
|  |  |  |

**ITEMS** **SHIPPED** **FROM** **CAV**

|  |  |  |
| --- | --- | --- |
| **#** **Of** **Item’s** | **DESCRIPTION** **OF** **ARTICLES** | **WEIGHT** Specify lbs or kgs |
|  |  |  |

Our material handling charges include the following services:

Delivery to advanced warehouse and storage before the conference Delivery by CAV to venue

Delivery to booth at venue Return to venue dock

Return to advanced warehouse and storage until pick-up

Please ship your materials and arrange for them to be picked up at our advanced warehouse: ***22*** ***Pearl*** ***Place,*** ***St.*** ***John’s*** ***NL,*** ***A1E*** ***4P3.***

PLEASE RETURN THIS FORM TO bhollett@canadianavinc.com

Refer to our Material Handling Guide for shipping labels and more information. You have read and understand fully the costs associated with material handling: Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_