

What are Freight Storage / Handling Services?

How do I ship to the warehouse?

- All shipments must be paid in **full** before shipment is sent, this includes return shipments.
- We accept freight up to 2 weeks before the show date.
- The warehouse will receive shipments Monday thru Saturday, except holidays.
- All shipments **must** have a Bill of Lading (BOL) or delivery slip indicating the number of packages, type of items and the weight of the items, unless shipping with specifically UPS Ground or FedEx Ground/Express.
- Our team will assure that all freight handling arranged with us will be delivered to exhibitor's booth prior to exhibitor set-up.

How should I label my shipping containers?

- The shipping label must contain the exhibiting company's name, booth number, and name of the event.
- Warehouse address and an example of how to label packages are located on page 3.

How do I estimate my freight handling charges?

- Please find this breakdown on the next page.

What happens to my empty containers during the show?

- All empty containers will be taken back to the warehouse and stored for the duration of the show.
- At the close of the show, the empty containers will be returned to the correct booths in a random order. This depends on the size of containers the exhibitor has.

*** How do I ship my materials after the show is over? ***

- *** EventRent is not responsible for scheduling with a carrier or labeling items for return. ***
- Prior to the show, **vendor must** work with their chosen carrier to have a BOL or pick up label ready to place on each unit for return after show.
- ***VENDOR MUST EMAIL A BOL TO THE TRADESHOW EMAIL ON THE FRIEGHT HANDLING FORM IF NOT SHIPPING WITH FEDEX GROUND OR UPS GROUND***
- It is **vendor's responsibility** to make sure all packages are packed, sealed, labeled correctly and ready for pick up.
- Each unit must be labeled **individually** and tagged by vendor prior to EventRent picking up from booth.
- **Vendor must** schedule/arrange return shipping, with the carrier of their choosing from EventRent warehouse during the timeframe listed for pickup.

Where can I get a forklift?

- Forklifts will be onsite for official use only.
- If a forklift is needed for booth set up, dismantle, or to bring shipments in, please let one of our many on-site associates know. DO NOT USE THE FORKLIFT YOURSELF.
Forklift usage my accrue additional fees

Do I need insurance?

- We recommend that all packages are insured from the time they leave your company until the time they return.
- EventRent is not responsible for any lost or damaged materials.

Freight Handling & Storage Price Breakdown

- Charges are based on the weight of each separate item in the shipment, with a **minimum** of 100 lbs. per unit. Shipment weight per unit will be rounded up to the next 100 lbs. per unit. All shipments are subject to re-weight.
- Units packaged together will be charged as one unit (Example: Four 20 lb. boxes sent **individually** will be charged as **four** units at \$125 per item, however, four 20 lb. boxes **taped or shrink wrapped together on a pallet or skid will be counted as one unit** for a total of \$125.)
- Additional charges may apply for any shipments that are delivered before or after the time frame in which freight shipments are accepted.

Weight Class	Price Per Unit
0—100 lbs.	\$125
101—200 lbs.	\$250
201—300 lbs.	\$375
301—400 lbs.	\$500
401—500 lbs.	\$625
501—600 lbs.	\$750
601—700 lbs.	\$875
701—800 lbs.	\$1,000
801—900 lbs.	\$1,125
901—100 lbs.	\$1,250

Post Show Paperwork and Labels:

- Vendors who need assistance with return shipping/handling will need to schedule this service with EventRent prior to the event ending.
- **EventRent requires that each package is wrapped, palletized, and has proper return labels attached to each unit. If vendor schedules any shipper besides FEDEX GROUND or UPS GROUND to pick up from our warehouse, they MUST send a BOL to tradeshows@eventrentidaho.com.**
- Packages need to be scheduled for pick up after the show at EventRent's Warehouse (600 N. Eagle Road, Meridian, Idaho 83642) on **Monday, February 10th, 2025** or **Tuesday, February 11th, 2025** between the hours of 9:00am and 5:00pm.
- All payments, including post show freight handling, are due prior to the show starting. ***This is required to ensure packages get returned in a timely manner.**
- **EventRent will not pick up any items/packages that have not previously been paid for and scheduled.**
- *****The venue does not support/accept direct shipping.***** Any items shipped directly to the center will be the sole responsibility of the vendor to locate and handle.

Shipping and Receiving Information:

EventRent Warehouse Shipping Address:

(Exhibiting Company Name) & Booth #

IETA

C/O EventRent

600 N. Eagle Rd.

Meridian, ID, 83642

EventRent will accept crated, boxed, or skidded materials beginning **Monday, January 20th, 2025** and ending **Wednesday, January 29th, 2025** at the address above. Items will be received at the warehouse between the hours of 9:00am and 5:00pm Monday thru Friday, and between 9:30am and 3:30pm on Saturday.

****Any Materials arriving after Wednesday, January 29th, 2025 will be subject to Onsite Costs.****

Any shipments you wish to send to our warehouse must be filled out on page 4 BEFORE being sent. *WE WILL NOT ACCEPT ANY SHIPMENTS NOT PAID FOR IN ADVANCE***. If you would like us to pick up any items from your booth to ship back, please fill out page 4 and email your Bill Of Lading to tradeshows@eventrentidaho.com.**

****Please note: All items and drayage that require additional Labor, not detailed and pre-arranged with EventRent Sales Team, may be subject to Material Handling Charges. ANY Extra Labor/ Handling Fees are the responsibility of the Exhibitor and not the Promoter. This also applies to items not ordered through the Official Show.

Decorator Contact / Information:

EventRent

Office: (208) 695-2121 Fax: (208) 695-2233

tradeshows@eventrentidaho.com

Assistance:

We want you to have a successful show. If you have any questions, comments, or concerns please do not hesitate to contact us!



Company Name: _____
Address: _____
City, State, Zip: _____

Company Contact Name: _____
Contact Email: _____
Company Phone: _____
Company Contact Cell Phone: _____
Fax: _____
Order Date: _____

Tradeshow: _____
Booth Number(s): _____
Onsite Contact Name: _____
Onsite Cell Phone: _____

Orders due before:
Tuesday, January 21st

Email all orders to tradeshows@eventrentidaho.com -or- Fax to (208) 695-2233, Attention: Tradeshows

Shipping:

Please complete the below information: Drayage is calculated by weighing each piece of freight individually and rounding that

Example: Each unit of 0-100 lbs. is \$125, each unit of 101-200 lbs. is \$250, etc..

*** Special exception to freight under 25 lbs. is a flat rate of \$32.50 per carton / box. ***

Please check which service below you'd like to sign up for.

Pre Show:

Post Show:

Specific Carrier Name: _____

**Advance Receiving Price includes storage, delivery to site, and handling of drayage/freight.*

**Post Show freight includes storage, pick up from show, and handling of drayage/freight.*

Total Declared Value: \$ _____

# of Pieces Pre / Post	Description of Freight and/or any Special Marks	Weight	Estimated Value	Pre Show Price	Post Show Price
/	Crates (wooden):				
/	Cartons / Boxes (cardboard):				
/	Hard Cases / Trunks:				
/	Skids / Pallets:				
/	Other:				
/	Other:				

LIMITS OF LIABILITY: Shipper understands that even if shipper's property is lost, stolen or damaged, EventRent does not pay replacement or restoration cost of any property. If found liable for any loss, EventRent's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500 (USD) per occurrence/shipment, whichever is less. Carrier Limits of Liability are subject to the carriers specific Limits of Liability stated in the carriers Rules /Tariff.

Payment Method: Check: _____ Cash: _____

____ Visa ____ MasterCard ____ American Express, or, ____ Discover

Card Number: _____ Exp. Date: _____

Printed Name: _____ CVC #: _____

Auth. Signature: _____



Payment Terms:

- **Payment in full including additional tax is due at time order is placed. This includes Pre & Post Show Freight Storage / Handling forms.**
- EventRent accepts the following forms of payment:
 - Cash
 - Check
 - Credit/ Debit Cards: Visa, MasterCard, American Express, and Discover.
- Orders received **after** Advanced Pricing Deadline without any advanced payment will be subject to additional charges.
- All materials and equipment provided by EventRent is on a rental basis for the entire duration of the show or event and will remain the property of EventRent except items that are specifically identified as “sales” items.
- Exhibitor agrees to use all rental equipment with responsible care to prevent damage to EventRent’s property. If any equipment does get damaged when in use of exhibitor, it is the exhibitors responsibility to fund any damaged/replacement of property.

*****This includes puncturing and/or pinning drape and skirting.*****

Helpful Hints:

Save Money:

- Putting as many items on a pallet or skid is your most cost effective option for shipping your items to and from the show.
- Order early to avoid any additional fees and take full advantage of the Advanced Pricing. Make sure your order is in before **Tuesday, January 21st, 2025.**

Avoid Delay:

- Ship early to avoid any delays and ensure all your items are on time to make this a successful show for you. Weather, Holidays, and national events can impact transit times. Shipments that arrive late will not only cost you money, but also time and business.



600 N. Eagle Rd.
Meridian, Idaho, 83642
Fax: (208) 695-2233, Attention: Tradeshows

Company Name: _____

This agreement, made between EventRent, LLC and _____, authorizes EventRent LLC to charge the below listed credit card for any/all charges incurred on the rental contracts entered into between EventRent and authorized representative of _____.

(Company Name)

Card Type: _____

Card Number: _____

Card Security Code Number: _____

Card Expiration Date: _____

Card Holder's Name: _____

Billing Zip: _____

_____ Date: _____

(Auth. Signature)

(Printed Name)