



## MATERIAL HANDLING QUESTIONNAIRE

Completing this mandatory form by the deadline date of January 6th will enable us to better coordinate the move-in of your exhibit and assist in tracing your shipment if necessary.

Please complete and return with the Material Handling Rates Form.

**1. Where are you shipping?**

- Warehouse  
 Show Site

**2. What is the est. total weight to be shipped?**

lbs.

**3. Est. total number of items shipped**

Crated  Cartons  Pallets  Machinery

**4. What is the weight of the heaviest piece shipped**

lbs.

**5. Indicate the total number of trucks in each category that you will use**

Van Line  Flat Bed

Common Carrier  Company Truck

Overseas Container

**6. Will you be displaying any mobile units (i.e. self powered vehicles or towed equip)**

- Yes  No

If yes, what type of equipment will you be displaying:

**7. List carrier name(s)**

**8. If using a Customs Broker, enter name and phone number of broker**

Name

Phone

**9. Enter name of Exhibit Manager/Coordinator in charge of booth set-up**

Name

Phone

**10. Booth and labor set-up**

**A. What on-site labor are you planning on using?**

**B. What date and time will your labor be on-site to begin booth installation?**

**C. Are you ordering booth carpet from Informa Markets US Boat Shows?**

- Yes  No

**11. Machinery Exhibits only**

Are there any special handling requirements to unload your exhibit? (i.e. extended forklift blades, special slings, lifting bars, etc.)

INFORMA MARKETS US BOAT SHOWS IS NOT RESPONSIBLE FOR ANY DAMAGE CAUSED TO YOUR FREIGHT, INCLUDING ITS' CONTENTS DUE TO INCLEMENT WEATHER CONDITIONS. IT IS SOLELY YOUR RESPONSIBILITY TO COVER OR OTHERWISE PROTECT YOUR FREIGHT FROM ANY SUCH UNEXPECTED OCCURRENCES.

Company Name:	_____	Space #:	_____
Phone:	_____	Email:	_____
On-Site Cotact:	_____	On-Site Cell:	_____
Name (print or type):	_____	Signature*:	_____
		Date:	_____

\*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions

**IMPORTANT INFORMATION:** \*Shipments must arrive prepaid. \*No collect shipments will be accepted. \*Phone orders will NOT be accepted. \*Adjustments to your invoice will not be made after the close of the show. \*A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. \*In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.