

Exhibitor Service Manual



**FALL 2025 CFO
LEADERSHIP CONFERENCE
HYATT REGENCY
AUSTIN, TX**

CONVENTION HANDLING SERVICES



CONVENTION HANDLING SERVICES

FALL 2025 CFO CONFERENCE

October 6-8, 2025 † Hyatt Regency Austin † Austin, TX

Important Show Information:

Where: Hyatt Regency Austin
208 Barton Spring Rd
Austin, TX 78704
October 6-8, 2025

SCHEDULE AT-A-GLANCE:

IMPORTANT DATES:

Advance Warehouse First Day	Cannot arrive before: Monday	September 8, 2025
Advance Warehouse Last Day	Must arrive by: Friday	October 3, 2025
Show Site Freight	No Show Site Freight accepted.	

**Advance Warehouse hours: 9:00 a.m. - 3:00 p.m. Monday – Friday.*

EXHIBITOR MOVE IN:

Exhibit Set Up (Start)	Monday, October 6, 2025	10:00 AM
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EXHIBIT HALL HOURS:

EXHIBITOR MOVE OUT:

	Wednesday, October 8, 2025	2:30 PM

OUTBOUND:

Drivers Check-In By:	October 8, 2025	3:00 PM
Freight Will Be Re-Directed At:	October 8, 2025	4:00 PM

AT-A-GLANCE



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HOW DO I SEND MY SHIPMENTS?

You must ship your freight in advance to the advance warehouse. The Hyatt Regency will not accept any direct shipments. All shipments must be prepaid. **Collect shipments will be refused.** Our preferred carrier is LibertyCFS. However, you can use the carrier of your choice for shipping to and from the event.

CHS will not be responsible for any shipments sent directly to the venue.

ADVANCE SHIPMENTS

Advance Shipping is sending your materials, up to thirty (30) days prior to the event, to our designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are **9:00 a.m. – 3:00 p.m.**, Monday through Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Shipments arriving at the warehouse after Friday, October 3, 2025, will be charged an additional 35% of the advance warehouse rate, in addition to any other charges incurred, and may result in late delivery to your booth.

Please label each item as follows:

Advance Shipping Address:

CFO FALL 2025
c/o **Convention Handling Services**
100 E Schulz St
Marion, TX 78124

**Advance shipments MUST be received by
Friday, October 3, 2025**

**ALL SHIPMENTS MUST HAVE "C/O CHS" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

BOOTH DELIVERY & CONTAINER STORAGE

Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Material handling charges will apply based on inbound weight. Please note, shipments received without receipts, freight bills, or specified unit counts, from carriers such as UPS or FedEx, will be delivered without guarantee of piece count or condition. No liability will be assumed by CHS for these shipments. *Please see Material Handling Sheet for Material Handling Information.*

SHIPPING AFTER THE SHOW

A **CHS** "Bill of Lading" is required on all outbound shipments, whether shipping through our carrier or your designated carrier. The "Bill of Lading" is available at the CHS service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. **CHS** has made special arrangements with **LibertyCFS** to motor freight your display material. If you are not using our preferred outbound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up at the designated time shown on "At-A-Glance" page, your shipment will be re-directed through the SHOW CARRIER or RETURNED TO THE WAREHOUSE and any discount rate will not apply. If your packages are returned to the warehouse, it is your responsibility to schedule your carrier for pick up from the warehouse address stated above. A **CHS** representative will be available at show site for further questions.

ADDRESS FOR PICK UP AFTER THE SHOW:

Show Site:
Hyatt Regency Austin
208 Barton Spring Rd
Austin, TX 78704

Warehouse:
Convention Handling Services
100 E Schulz St
Marion, TX 78124



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MATERIAL HANDLING

- x **CHS**, its subcontractors, and Show Management will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- x **CHS**, its subcontractors, and Show Management will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- x **CHS**, its subcontractors, and Show Management is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **CHS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- x Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pickup by the specified time, such shipments will be rerouted by **CHS**.
- x Make certain all your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- x Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This does not include transportation charges. All charges are the responsibility of the exhibiting firm.
- x In the event no weight is indicated on the delivery documents presented, **CHS** shall estimate the weight and charges will be based on the estimated weight. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the closing of the show.
- x Do not send advance freight for **Saturday** delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- x A **CHS** "Material Handling Agreement/Bill of Lading" must be filled out at close of show for all outbound shipments and returned the service desk. "Bill of Lading" is available at the service desk during your event.
- x All Material Handling Agreements/Bill of Lading submitted to **CHS** by Exhibitor will be checked at the time of pickup from the booth. Any corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **CHS** and the actual count of such items in the booth at the time of pickup.
- x Shipments left on the show floor after the close of the event without a Bill of Lading, will shipped out using our carrier or returned to our warehouse pending re-routing. **CHS** assumes no liability as a result of such re-routing or handling.
- x Any and all material left on the floor after the close of the event without a return label and a Bill of Lading will be discarded by the cleaning crew.
- x **CHS** is not responsible for freight shipped through the venue's package/mail room.
- x Empty Labels for crate storage will be available at the **CHS** Service Desk. Affixing the labels is the responsibility of the Exhibitor or its representative. Empty containers that are labeled with Empty Label will be removed from your exhibit space, stored during the event and returned after the close of the event. It is important that you label all containers, pallets, crates and boxes that will need to be stored for re-use after the end of the event.
- x **CHS** will not be responsible for containers not labeled for storage.
- x Empty containers will not be accessible after they have been removed from exhibit space until the close of the event. If accessible storage is needed, please contact **CHS**.
- x **CHS** liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **CHS** sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials: and Exhibitor's sole and exclusive remedy is limited to repair or replacement with like kind and quantity, subject to a dollar amount limited to \$.30 per pound of article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. This applies while these goods, are in **CHS** warehouse or at the event, under this contract.

CHS shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's material that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **CHS** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time it leaves your company until the time it is returned from the show.



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RESPONSIBILITY FOR LABOR:

- x **CHS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CHS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CHS** or its subcontractors.
- x **CHS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- x Claims for loss, injury or damage, which are not submitted in writing to **CHS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CHS** or its subcontractors more than one year after the accrual of the action.
- x **CHS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- x **CHS** will not be responsible for improperly packed or concealed damages to exhibit.
- x Placing of an order for the services of labor and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

PAYMENT TERMS:

- x In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- x Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- x **All inquiries must be resolved and completed before you leave the show.**

QUESTIONS AND ADJUSTMENTS:

- x Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CHS** immediately. Any and all issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CHS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**

ORDERS

- x All advance orders must be paid in full at the time the order is placed. Advance orders accompanied with full payment by deadline for services and rentals are discounted to your advantage.
- x Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- x Services ordered at show site will not be processed without full payment.

INDEMNIFICATIONS:

Exhibitor agrees to defend, indemnify and forever hold harmless CHS, its officers, directors, employees, subsidiaries, affiliates and assigns (the "Indemnified Parties") from and against any and all claims, liabilities, losses, damages, costs, expenses (including reasonable attorney fees), causes of action, demands or judgments of any nature arising out of or resulting from any negligence, willful misconduct or omission of exhibitor or any of its employees, agents or subcontractors in the performance of the services, activities or operations of Exhibitor furnished in connection with this agreement, except to the extent that such claims, losses, liabilities or damages are attributable to the negligence, omission or willful misconduct of the Indemnified Parties. The terms of this paragraph shall survive the expiration or termination of this agreement.

FORCE MAJEURE:

CHS' performance hereunder is subject to, and CHS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, Acts of God, vandalism, civil disturbances, power failure, explosion, acts of terrorism, war, or any other cause beyond CHS control, nor for ordinary wear in the handling of equipment and materials.



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HOW DO I PLACE MY ORDER?

x Mail in your order forms and full payment to:

CHS * P.O. Box 200511 * San Antonio, TX 78220

x Fax in your order with the "Credit Card Authorization" form to: **210.247.2691** Attn: CHS Exhibitor Services

x Email: info@conventionhandling.com

x **Online Ordering:** <https://conventionhandlingservices.boomerecommerce.com>

A Credit Card must be on file with CHS before your packages will be delivered to your booth.

PAYMENT OPTIONS

CHS must receive all forms and payment by Friday, October 3, 2025.

1. *Advance Payments by check...* Attached with your order forms. The "Credit Card Authorization" form must be submitted to CHS for any additional charges incurred at show-site. All checks should be made payable to:
**Convention Handling Services
RE: CFO FALL 2025**
2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form.

SHOW SITE ORDERS

All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

ADVANCE ORDERS

To process your order and receive advance prices, payment in full either by check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

THIRD PARTY ORDERS

If using a display/exhibit house that will also be the responsible party for the charges incurred for the show, please complete the Third Party Payment Form, as well as the EAC Form and return them to our offices by the date indicated on the forms. The exhibitor is ultimately responsible for the payment of charges, so please forward this information to the proper parties, otherwise the exhibitor will be directly charged.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$50.00 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.



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Credit Card Authorization Form

This form authorizes **CHS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order. No orders will be processed without this form, completed and signed, on file.

Company Name:		
Cardholders Name:		Booth#:
Credit Card #:		
Exp Date:	CV #:	Type of Card: Visa: <input type="checkbox"/> M/C: <input type="checkbox"/> American Express: <input type="checkbox"/>
Billing Address:		
City, State, Zip:		
Phone:	Email:	
Customer Signature:		

☐ **I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH.**

Mail order forms and full payment to:

CHS – Convention Handling Services
P.O. Box 200511
San Antonio, TX. 78220
RE: CFO FALL 2025

Fax orders with full payment to: 210.247.2691 Attn: CHS Exhibitor Service Department.
This form must be completed and on file by October 3, 2025.

PLEASE NOTE:
Your signature on this form authorizes CHS to charge any pre-order requests, on-site order requests, all material handling charges according to shipping documents, and any applicable shipping charges.



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Order Summary

Please note, this form is optional and has been included for your convenience.

1. Please use this form to combine all of your **CHS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax or email your order and "Credit Card Authorization" form to **CHS** at 210.247.2691 or mail your order and payment to:

CHS
P.O. Box 200511
San Antonio, TX. 78220
RE: CFO FALL 2025

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices).

*One copy of this form with your payment must be forward to CHS. Please retain one copy for your files.

Taxable Services	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
8.25% TAXABLE TOTAL:	\$
Non-Taxable Services	
	\$
Material Handling: (Pg. 24)	\$
Non-TAXABLE TOTAL:	\$
GRAND TOTAL:	\$

Thank you for your order!

Company: _____ Booth: _____ Contact: _____ Email: _____

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691

info@conventionhandling.com / www.conventionhandlingservices.com

RECAP OF ORDER



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What Is Material Handling?

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

Crated/Uncrated Shipments

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include: crates, fiber cases, cartons, and properly packed skids. Uncrated shipments indicate a shipment that is shipped loose or pad-wrapped, and/or un-skidded.

Special Handling Shipments

Mixed Shipments

Mixed shipments include a mix of both crated and uncrated materials.

Ground Loading/Unloading

Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.

Stacked Shipments

Shipments that require multiple items to be moved or removed for delivery to booth. (i.e., loose items stacked on top of crates and/or pallets.)

Piece Loading/Unloading

Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

No Documentation

Shipments that arrive from a small package carrier, such as FedEx, UPS and DHL, without a Bill of Lading, which requires additional time and labor to process.

Excess of Small Shipments

Ten or more small pieces in a shipment, via small package carriers, such as FedEx, UPS and DHL, that must be palletized prior to delivery.

Material Handling: Money Saving Tools

* Consolidate and Shrink Wrap Your Shipments



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Material Handling Rates:

THE RATES BELOW ARE BASED ON STRAIGHT TIME FOR MOVE-IN AND MOVE-OUT. All charges are based on In-bound weight and are per (1lbs) and are rounded up to the next 1lbs. There is a \$75.00 minimum charge per shipment. CHS will receive advance shipments at the warehouse and will provide up to 30-day storage prior to the show. CHS will NOT receive direct shipments at show-site. CHS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CHS "Material Handling Agreement/Bill of Lading" must be filled out at close of show. All drayage must be prepaid.

CHS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.

ADVANCE SHIPMENTS TO WAREHOUSE - All materials shipped in advance to the warehouse must arrive by: **Friday, October 3, 2025**. Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum in addition to any other charges incurred.

CRATED (Includes Cartons) Weight of Shipment	lbs	X	\$1.65	Per 1 lbs. (\$75.00 minimum)	=	\$
UNCRATED Weight of Shipment	lbs	x	\$1.82	Per 1 lbs. (\$75.00 minimum)	=	\$
					=	\$
					=	\$
					=	\$
				Estimated Freight Charges		\$
				Estimated Total Charges		\$

Surcharges - Based upon the Material Handling Rates quoted above, a 30% overtime surcharge per cwt for each occurrence, will apply if:

- Shipments are received on overtime: Monday-Friday before 9:00 am & after 3:00 pm, Saturday, Sunday, or observed union holidays.
- Material is moved from warehouse to show-site on overtime due to show schedule.
- Material is moved out of show-site on overtime due to show schedule.
- Late shipments will be charged an additional 35%, \$100.00 minimum.
- Shipments returned to the warehouse for whatever reason will be charged an additional 35% per 100lbs cwt., 300lbs minimum.
- **ABSOLUTELY NO SHIPMENTS WILL BE RECEIVED AT THE HYATT REGENCY!**

Company: _____ Booth: _____ Contact: _____ Email: _____

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691

info@conventionhandling.com / www.conventionhandlingservices.com

MATERIAL HANDLING ORDER FORM



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**Please return this form by:
October 3, 2025**

IN BOUND SHIPMENT (s) to: _____ Warehouse _____ Show Site	
Origin of Shipment:	Booth Number:
Shipping Date:	Carrier:
Approximate # of Containers:	Approximate Arrival Date:
Weight of Largest Container:	Total Weight of Shipment:

- Please Fax or Email this form by the date above to CHS.
- COLLECT SHIPMENTS WILL NOT BE RECEIVED.

OUT BOUND SHIPMENT			
Ship to (<i>Company</i>):			
Address:	City:	ST:	Zip:
Carrier:	<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT		
Total # Pieces:	Estimated Weight of Shipment:		
Description:			

ADDITIONAL OUT BOUND SHIPMENT			
Ship to (<i>Company</i>):			
Address:	City:	ST:	Zip:
Carrier:	<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT		
Total # Pieces:	Estimated Weight of Shipment:		
Description:			

Company Name:	Booth #:		
Street Address:			
City:	ST:	Zip:	Country:
Email Address:	Contact Name:		
Telephone:			

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for forwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE CHS SERVICES DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

As stated in our Payment Policy, all invoices must be paid in advance or at the show – cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

* P.O. Box 200511 * San Antonio, TX. 78220 * USA * main 210.247.2641 * fax 210.247.2691

info@conventionhandling.com / www.conventionhandlingservices.com

ADVANCE SHIPMENTS

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

EXHIBIT MATERIAL DO NOT DELAY

MUST DELIVER BY OCTOBER 3, 2025

TO: _____

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

100 E Schulz St

Marion, TX 78124

HOLD FOR: CFO FALL – 2025

BOOTH#: _____ PC. _____ OF _____

CARRIER: _____

WAREHOUSE DELIVERY

CONVENTION HANDLING SERVICES

ADVANCE SHIPMENTS

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

EXHIBIT MATERIAL DO NOT DELAY

MUST DELIVER BY OCTOBER 3, 2025

TO: _____

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

100 E Schulz St

Marion, TX 78124

HOLD FOR: CFO FALL – 2025

BOOTH#: _____ PC. _____ OF _____

CARRIER: _____

WAREHOUSE DELIVERY

CONVENTION HANDLING SERVICES

THE ABOVE LABELS ARE FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE BEING SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.



Call Toll Free 1-866-938-1092 or 1.905.338.3993
email: exhibitorservices@libertycfs.us - www.libertycfs.us
LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.				Adobe Acrobat Reader DC may be required for completion of form. Click image to download				
Freight Only		Customs Only		Freight & Customs		Return Only		
PICK-UP LOCATION	2a Company Name _____			DELIVERY TO ADDRESS	3 Exhibiting Company Name _____			Booth # _____
	Address1 _____				Show Name _____			
	Address2 _____				Address1 _____			
	City _____ State _____ ZipCode _____				Address2 _____			
	Contact _____ Phone # _____				City _____ State _____ ZipCode _____			
	Email _____ IRS/Tax ID# _____				Onsite Contact _____ Cell Phone # _____			
SERVICES	2b P/U Date _____ From _____ To _____			4 Check Box if the Return address is the same as 2a <input type="checkbox"/>				
	Dlvy Date _____ Hours _____							
	Express Economy LTL 7-10 Days Int'l							
	Inside Liftgate Dock							
	Other _____							
PACKAGE INFO	5 Carton(s)/Box _____			PCS	DIMENSIONS (L x W x H)		WGT	
	Vinyl Case(s)/Color _____							
	Wooden Crate(s) _____							
	Trunk(s) / On Wheels _____							
	Skid(s) - to contain # _____ of pieces							
VALUE	6 Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.							
	Exclusion: Does not include TV(s)/Monitor(s)			DECLARED VALUE				
PAYMENT	7 Credit Card Information / Billing Address							
	Credit Card Number _____			Security Code _____		Exp. Date _____ / _____		
	I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.							
	Address _____			Signature _____				
	City _____			State _____		ZipCode _____		
	Phone _____			Email _____				

Comments: Include any additional comments that will be helpful for the movement of freight and contents