

MATERIAL HANDLING ORDER FORM



115 Moonachie Avenue
 Moonachie, NJ 07074
 Ph: 201 994-1300 Fax: 201 994-1350

CUNY BIG APPLE JOB FAIR
 April 18, 2008
 Javits Convention Center

Method of Payment Form
 must accompany Order

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Advance Shipping to Metropolitan Exposition Warehouse (100 pound minimum per shipment)

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

CUNY BIG APPLE JOB FAIR
 Exhibiting Company Name
 Booth #
 c/o Metropolitan Exposition Services, Inc.
 115 Moonachie Avenue
 Moonachie, NJ 07074

**Advance shipments can arrive beginning on:
 April 10, 2008**

**Advance shipment deadline (avoid surcharges)
 April 16, 2008**

Warehouse receiving hours are 8:00am – 4:00pm

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE (100 pound minimum per shipment)

* Advance shipments will be charged at the following rate in accordance with our move-in and move-out schedule.

CRATED / SKIDDED	
Per 100 lbs	Minimum
\$100.00	\$100.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ___ Metropolitan Warehouse
 We are shipping _____ lbs. @ \$ _____ per 100 lbs., 100 lbs. min per shipment

Estimate = \$ _____
 Late Arrival Surcharge add 30% = \$ _____
 Total Due = \$ _____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.