



2900 S. Hydraulic
 Wichita, Kansas 67216
 316-943-1851 – Fax 316-267-4804
 EMAIL: info@henryhelgerson.com

Topeka Farm Show 2018
 Booth # _____
 Kansas Expocentre
 Topeka, Kansas
 January 9-11, 2018

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
4. Henry Helgerson Company

ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)

For: NAME OF SHOW C/O HENRY HELGERSON COMPANY

2900 S. Hydraulic, Wichita Kansas 67216

**ADVANCE TO WAREHOUSE MUST BE RECEIVED NO
 LATER THAN 3 DAYS BEFORE SCHEDULED EXHIBITOR
 MOVE-IN.**

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT

SHIPPED VIA: _____ PRO# _____
 DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____
FORK LIFT REQUIRED FOR LOADING/UNLOADING? _____ **YES- -ADD \$75.00 PER HOUR OR** _____ **NO**
 # OF CRATES: _____ # OF DISPLAY CASES: _____ #OF CARTONS: _____ # OF SKIDS: _____
 TOTAL # PIECES: _____ TOTAL WEIGHT: _____ x \$48.00/100 lbs. = _____ TOTAL COST _____

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:

SHIP TO: _____
 ATTENTION: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

_____**MOTOR FREIGHT (NAME)** _____ **VAN LINE (NAME)** _____
 _____**UPS: GROUND** _____ **BLUE(2ND DAY AIR)** _____ **RED(NEXT DAY AIR)** – UPS ACCT. # _____
 _____**FED EX – ACCT#** _____
 _____**OTHER AIR CARRIER (NAME)** _____ **OTHER AIR CARRIER ACCT #:** _____

If you have not designated a motor freight company, **Henry Helgerson Company** will select a carrier. **Henry Helgerson Company** will load out your shipments when your carrier arrives. **Henry Helgerson Company** cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: Topeka Farm Show 2018 **Booth #** _____ **E-Mail Address** _____
COMPANY NAME: _____ **ORDERED BY:** _____ **PHONE #:** _____

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal \$ _____ Payment: Check Visa Master Card Amex Discover
 9.15% Sales Tax \$ _____ Card # _____
 Total Due \$ _____ Name On Card _____
 Receipt Request Yes No Expiration Date _____ Security Code _____
 Signature _____