

MATERIAL HANDLING PRICING SHEET

CREDIT CARD AUTHORIZATION



What is Material Handling?

Material handling is the process of receiving your materials, during move-in; delivering them to your booth; removing empty containers for storage during the show (when applicable); returning the empty containers to your booth after the show; delivering your materials back to the dock and loading for the outbound shipping. Charges will apply.

NOTE: IF PACKAGES AND/OR MATERIALS ARE NOT ADDRESSED PER REQUIREMENTS (SHOWN RIGHT) THEY WILL NOT BE ACCEPTED. PLEASE SCHEDULE PACKAGES TO ARRIVE 1 TO 3 DAYS PRIOR TO THE EVENT .

How to address packages:

Irving Convention Center
Event Name and Date
Recipient's Name and
Phone Number, Booth
Number
500 Las Colinas Blvd,
Irving , TX, 75039

Rate Classification	Price per CWT	200 lbs. minimum	Qty.
Crated or Skidded Shipment	\$89.00	\$178.00	
Special Handling	\$104.00	\$208.00	

Small Packages (Maximum weight is 35 lbs. per shipment)		Qty.
First Carton	\$48.00	
Each Additional Carton	\$22.00	

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to the event.

Credit Card Authorization

**Full payment must be received for services requested before the order will be processed.
 If you choose to pay by check, a credit card is still required to be on file.**

This form authorizes **ICC** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:										Booth Number:									
Cardholder Name:										CVV:									
Credit Card Number:										CVV:									
Expiration Date (mm/yyyy):										CVV:									
Card Type:										CVV:									
Card Type: ☐ Visa										MasterCard ☐ American Express ☐									
Billing Address:																			
City, State, Zip:																			
Phone Number:										Fax Number:									
E-mail Address:																			
Authorized Signature:																			
I, _____ agree to the conditions stated in this manual and the above paragraph.																			

For any additional questions, please feel free to email Austin Sneed at Asneed@irvingconventioncenter.com or call 214-846-1642