

NAME OF EVENT <b>PASBA 2024</b>		BOOTH #
COMPANY NAME	PHONE ( )	
E-MAIL ADDRESS	FAX ( )	
BILLING ADDRESS		
CITY	STATE	ZIP
PRINT NAME		
SIGNATURE	TITLE	DATE

# GULF COAST EXPO

8432 Sunstate Street  
Tampa, FL 33634  
813-915-8066-phone  
813-319-0619-fax

## MATERIAL HANDLING AUTHORIZATION

QUESTIONS? CONTACT US AT:

[CustomerService@GulfCoastExpo.com](mailto:CustomerService@GulfCoastExpo.com)

REMIT COMPLETED FORM AND PAYMENT BY EMAIL  
AFTER YOUR SHIPMENT LEAVES YOUR FACILITY TO  
[CUSTOMERSERVICE@GULFCOASTEXPO.COM](mailto:CUSTOMERSERVICE@GULFCOASTEXPO.COM)

Your exhibit materials are the most important part of a successful event. Shipping direct to show site is not recommended unless the specific delivery requirements can be fulfilled. Please read and follow the instructions below carefully. Give yourself plenty of transit time.

**This form should be submitted when your shipment leaves your facility. Discount deadline dates do not apply to shipping.**

1. Fill out this form completely and mail or fax along with your advance payment to the order processing address noted above as soon as possible.

SEE NEXT PAGE FOR RATES

2. All shipments must be sent prepaid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

### INBOUND SHIPPING INFORMATION PRIOR TO EVENT - MUST BE COMPLETED

#### ADVANCE WAREHOUSE

(Please use the labels provided)

YOUR COMPANY NAME AND BOOTH NUMBER

**PASBA 2024**

GULF COAST EXPO  
8432 SUNSTATE STREET  
TAMPA, FL 33634

**SHIPMENTS ACCEPTED BETWEEN:**  
**MONDAY, MARCH 25<sup>TH</sup> – MONDAY, APRIL 29<sup>TH</sup>, 2024**

#### SHOW SITE SHIPMENTS NOT PERMITTED



**ALL SHIPMENTS MUST  
GO TO THIS ADDRESS**

If you need special assistance, please contact us.

Shipments delivered to: ( ) WAREHOUSE

Shipper Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

After hours/weekend emergency contact and cell phone number: (\_\_\_\_\_) \_\_\_\_\_

Carrier \_\_\_\_\_ **Pro # or Tracking #** \_\_\_\_\_

Date Shipped \_\_\_\_\_ Est. Arrival Date \_\_\_\_\_ Total # of Shipments \_\_\_\_\_ Total # of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

**TRACKING NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED**

**GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. TRACKING INFORMATION MUST BE PROVIDED ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO HOTEL WILL BE PICKED UP BY GULF COAST EXPO. NO EXCEPTIONS.**

TOTAL WEIGHT \_\_\_\_\_ X.82 LTL CARRIERS (advance warehouse) = \$ \_\_\_\_\_ \$82.00 minimum

TOTAL WEIGHT \_\_\_\_\_ X.87 UPS/FEDEX/DHL (advance warehouse) = \$ \_\_\_\_\_ \$87.00 minimum

### OUTBOUND SHIPPING INSTRUCTIONS – MUST BE COMPLETED

**EXHIBITOR MUST LABEL EACH PIECE OF FREIGHT FOR OUTBOUND SHIPPING AND COMPLETE A GULF COAST EXPO BILL OF LADING.**

Ship to \_\_\_\_\_ Attention \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

#### DESCRIPTION OF OUTBOUND MATERIALS

#CRATES \_\_\_\_\_ #DISPLAY CASES \_\_\_\_\_ #SKIDS \_\_\_\_\_ #OTHER \_\_\_\_\_ TOTAL # OF PIECES \_\_\_\_\_ WEIGHT \_\_\_\_\_

#### OUTBOUND FREIGHT NEEDS

\_\_\_\_\_ BANDING @ \$27.50 PER PALLET \$ \_\_\_\_\_

\_\_\_\_\_ SHRINKWRAP @ \$22.00 PER PALLET \$ \_\_\_\_\_

GULF COAST EXPO HAS THE AUTHORITY TO SECURE SHIPMENTS FOR OUTBOUND SHIPPING USING THE ABOVE MATERIALS. RATES WILL APPLY TO THE CUSTOMER'S ACCOUNT.

#### SELECT OUTBOUND CARRIER

**YOU MUST SELECT OUTBOUND CARRIER WHEN SUBMITTING THIS FORM**

**ABF FREIGHT SYSTEM IS THE DESIGNATED SHOW CARRIER CALL 800-654-7019 FOR A QUOTE**

► If you are using a carrier other than ABF FREIGHT SYSTEM, it is the responsibility of the Exhibitor to contact carrier and arrange for pick up within the allotted move out time listed below. **GULF COAST EXPO** will load your shipment when your carrier arrives. All shipments will be sent collect unless third party bill specific instructions are included. Shipments left on show floor without an outbound bill of lading will be charged a \$27.50 processing fee and will be shipped via ABF FREIGHT SYSTEM. **All carriers picking up freight after the event must present a bill of lading or valid alert with company name, booth number and final destination. NO EXCEPTIONS. GULF COAST EXPO** is not responsible for freight charges.

**Outbound UPS & FEDEX by GULF COAST EXPO Only. Pre-paid labels MUST be provided. Rate -\$30.00 per shipment.**



#### OUTBOUND CARRIER MUST BE PROVIDED HERE

\_\_\_\_\_ **Designated Show Carrier: ABF FREIGHT SYSTEM**

\_\_\_\_\_ **Other Carrier Name:** \_\_\_\_\_

SHOW SITE FREIGHT PICK-UP SCHEDULE:

WEDNESDAY, MAY 1<sup>ST</sup> FROM 3:30PM– 7:30PM (DRIVER CHECK IN BY 7:30PM)

PICK-UP LOCATION:

**TRADEWINDS ISLAND RESORT**

**5500 GULF BLVD, ST. PETE BEACH, FL 33706**

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM EXHIBIT AREA BY:

**FORCE TIME: WEDNESDAY, MAY 1<sup>ST</sup> @ 7:30 PM OR WILL BE SHIPPED VIA ABF FREIGHT SYSTEM**

# STANDARD DRAYAGE/MATERIAL HANDLING RATES

## READ ALL INFORMATION

Rates apply on each shipment received, based on estimated weight provided to GULF COAST EXPO.  
No allowance will be made during the event.

**per CWT = per 100 lbs.**  
**100 lb. MINIMUM ON ALL SHIPMENTS**

### ADVANCE WAREHOUSE RATES

Shipments received and stored up to 30 days in advance,  
delivered to booth, removal and return of empty crates,  
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED  
UPS, FEDEX and DHL shipments

\$82.00 per CWT  
100 lb. minimum  
example: 150 lbs. x .87 = \$130.50  
\$87.00 per CWT

**\$250.00 trip charge will be assessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.**

### SHOW SITE

**NOT AVAILABLE**

### SPECIAL SHIPMENT PRICING

\* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

### LOOSE/UNCRATED MATERIAL HANDLING

Applies to loosen, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground. If definition applies, add an additional 25% surcharge to the above warehouse or show site pricing.

### ENVELOPES AND SMALL PACKAGES – SHOW SITE RECEIVING ONLY

Shipments under 20 lbs. \$35.00

### PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding are available while supplies last. Mobile equipment must be ordered in advance.

### SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. A tracking number must be provided for each piece or shipment of freight coming in to the advance warehouse. GULF COAST EXPO will not be responsible in any way for lost or misrouted freight. Freight may not be delivered to booth until a Payment Authorization form is on file. All shipments sent to the facility will be picked up from the hotel and delivered to the booth. All material handling fees will apply. No exceptions.

It is the Exhibitor's sole responsibility to label each piece of outbound freight and submit to GULF COAST EXPO a completed bill of lading for each outbound shipment. If a GULF COAST EXPO bill of lading is not completed and brought to the GULF COAST EXPO service desk a \$25.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period and without forwarding instructions. These shipments will be forwarded to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO.

We hereby indemnify, hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our negligence or willful misconduct, and the negligence or willful misconduct of our employees, agents, and/or representatives, at the show to which this authorization relates.

MATERIAL HANDLING ACKNOWLEDGEMENT. BY SHIPPING IN FREIGHT TO THE SHOW THE FOLLOWING STATEMENT IS PRECEIVED AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

**ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS.**

NAME OF EVENT	<b>PASBA 2024</b>	BOOTH #	_____
COMPANY NAME	_____	PHONE ( _____ )	_____
E-MAIL ADDRESS	_____	FAX ( _____ )	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
ZIP	_____		
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
DATE	_____		

# ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES

MAKE COPIES FOR ADDITIONAL LABELS

## ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

SHIPMENTS ACCEPTED BETWEEN: MONDAY, MARCH 25<sup>TH</sup> – MONDAY, APRIL 29<sup>TH</sup>, 2024

---

INCLUDE YOUR COMPANY NAME HERE

BOOTH # \_\_\_\_\_

**PASBA 2024**

GULF COAST EXPO  
8432 SUNSTATE STREET  
TAMPA, FL 33634

PIECE \_\_\_\_\_ OF \_\_\_\_\_

PLEASE NUMBER EACH PIECE

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PIECE \_\_\_\_\_ OF \_\_\_\_\_

PLEASE NUMBER EACH PIECE

# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

**800.654.7019**  
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services





# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

**If you are completing electronically**, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



**800-654-7019**

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903

