Charleston Coliseum Convention Center
West Virginia

ADVANCE MEANS PAYMENT PRIOR TO DAY OF MOVE

DRAYAGE AND SHIPPING INFORMATION

SHOW:_____

DATES:_____

CHARLESTON COLISEUM & CONVENTION CENTER is responsible for receiving, unloading, warehousing, delivering shipments to booths, storing of empty crates, and processing exhibitors shipments.

ALL SHIPMENTS MUST BE PREPAID. All Shipments should be on straight bills-of-lading. Include correct weights, number of pieces, classification of shipments, and detailed information and instructions for handling. Should exhibitor fail to provide accurate weights, Charleston Coliseum & Convention Center will determine weight and charge accordingly. All charges are on in-bound weight.

When shipments are made, please send a **COPY OF THE BILL-OF-LADING TO CHARLESTON COLISEUM & CONVENTION CENTER, 200 CIVIC CENTER DRIVE, CHARLESTON, WV 25301, ATTENTION—FREIGHT DEPARTMENT.**

WHERE TO SHIP: **Company's Name _____**
For: (WVSTC 2020 - July 14 & 15)
Charleston Coliseum & Convention Center
200 Civic Center Drive
Charleston, WV 25301

RATE SCHEDULE: The rate for drayage service is $40.00 per CWT or fraction thereof with a 100 lb. minimum per shipment. This rate applies to freight or parcels received through commercial carrier, UPS, U.S. Postal Service, Air Express, etc..

This rate includes the following services:

1. Receipt of shipment and up to 7 days storage in advance of move-in day.
2. Delivery to exhibit space
3. Removal and storage of empty crates
4. Return of empty crates at close of exhibit
5. Delivery of crates from booth to outgoing carriers at Charleston Civic Center
6. **UPS & FEDERAL EXPRESS—OUTGOING-EXHIBITORS MUST MAKE LOCAL ARRANGEMENTS**

OUTBOUND SHIPMENTS—At the conclusion of the exposition, all outgoing bills-of-lading should be delivered to the service desk. **DO NOT ABANDON EXHIBIT UNTIL THE CHARLESTON COLISEUM & CONVENTION CENTERHAS YOUR BILL-OF-LADING**. Be sure your material has been carefully crated and each item properly tagged or marked. Bills-of-lading will be rechecked at the actual time of loading and corrections will be made if discrepancies exist. In order to expedite removal of materials, Charleston Coliseum & Convention Centershall have authority without further clearance from exhibitor to change designated carrier. After the shipment has been tendered to the carrier, Charleston Coliseum & Convention Centercannot accept responsibility for delivery time.

NO LIABILITY— Neither Charleston Coliseum & Convention Centernor Show Management shall be responsible for damage to uncrated and/or unskidded materials, materials improperly packed or concealed damage. After exhibit materials are placed in booth, Charleston Coliseum & Convention Centerwill not be responsible for condition, content, count, nor be responsible for disappearance of material at the conclusion of the exposition before it is picked up for reloading. Therefore, please make certain all your exhibit material is properly insured against fire, theft, and all hazards while in transit, to and from your booth, and for the duration of the show.

AUTHORITY TO HANDLE AND BILLING INSTRUCTIONS:
ACCEPTING ALL TERMS AND CONDITIONS HEREIN STATED

FIRM NAME _____ PHONE _____ BOOTH # _____

ADDRESS _____ CITY_____STATE ____ ZIP_____

CREDIT CARD # _____ SEC. CODE _____ EXP. DATE _____

BY _____ NAME_____ DATE_____
Authorized Signature Please Print

EMAIL ADDRESS _____

Please sign and return promptly to:
Charleston Coliseum & Convention Center
200 Civic Center Drive, Charleston, WV 25301 or
Email to: info@charlestonwvciviccenter.com

Effective 3/12/19