

**CREDIT CARD AUTHORIZATION FORM**  
**(Required for all services including drayage)**

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

AMERICAN EXPRESS

VISA

MASTER CARD

DISCOVER

Please Print

ACCOUNT NUMBER:	
EXPIRATION DATE:	CID #:
CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
EXHIBITOR:	
TELEPHONE NUMBER:	BOOTH NO:
SIGNATURE:	

**If you would like confirmation of your order please provide an email address:**

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Von Braun Center  
700 Monroe Street  
Huntsville, AL 35801  
Attn: Decorating Department  
(256) 551-2237 FAX (256) 551-2221  
[decorating@vonbrauncenter.com](mailto:decorating@vonbrauncenter.com)

Booth Name:

Booth Number: \_\_\_\_\_

## SHIPPING FORM

VON BRAUN CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE  
ARRANGEMENTS ARE MADE.

Exhibits and material for which arrangements have not been made with the VBC, or which have not been removed from exhibit area on removal day, will be transported to a warehouse, at the expense of the exhibitor to await disposition. VBC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier does not meet with the move out schedule.

SHIP TO:

STREET ADDRESS:

CITY, STATE, & ZIP:

TYPE OF CARRIER:       AIR       MOTOR FREIGHT

TYPE OF BILLING:       C.O.D.     Collect     Prepaid

IF PREPAID:

BILL TO:

NAME:

ADDRESS:

IF GOING TO ANOTHER CONVENTION PLEASE INDICATE

MUST ARRIVE BY:

NAME OF SHOW:

BOOTH NUMBER:

COMPANY:

ADDRESS:

AUTHORIZED BY:

PHONE:

YOUR PURCHASE ORDER NO.:

BOOTH NO.:

NAME OF EVENT:

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## SHIPPING, HANDLING, AND REMOVAL INSTRUCTIONS

***VON BRAUN CENTER CANNOT BE RESPONSIBLE FOR LOSSES DUE TO THEFT, LOSS, OR DAMAGE OR FOR PRODUCT/LITERATURE THAT IS NOT PROPERLY PACKED AND LABELED. WE SUGGEST YOU REVIEW YOUR INSURANCE COVERAGE WITH YOUR AGENT TO BE SURE YOU HAVE PROPER COVERAGE.***

### A. ADVANCE RECEIVING

All shipments must be forwarded with all charges PREPAID. Collect shipments will not be received. No individual crates over 5,000 lbs. or physical dimensions greater than 10 feet wide X 8 feet high X 6 feet deep will be received unless special arrangements are made prior to shipping. **You must have a credit card on file or drayage charges paid in order to receive your shipment.**

Crated shipments should be made early to assure delivery before set-up date (20 days free storage allowed prior to set-up date). Exhibitors desiring to ship crated materials early should send their materials direct to:

Company Name:	Booth Number:
C/O Von Braun Center 700 Monroe Street Huntsville, AL 35801 (256) 551-2377	
Event Name:	Contact Person:

Crated materials will be received up to 20 days in advance and delivered to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at close of Show. Materials then moved from booth to the dock and reloaded on designated vehicles at the following rate: \$55.00 per cwt. for single shipment received with a **\$55.00** minimum.

**UNCRATED AND LOOSE DISPLAY MATERIAL WILL NOT BE RECEIVED PRIOR TO SHOW MOVE-IN.**

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## B. RECEIVING AT THE SHOW

Shipments consigned to arrive during the set-up period must be PREPAID and addressed as follows:

Company Name:	
C/O	Von Braun Center 700 Monroe Street Huntsville, AL 35801 (256) 551-2377
Event Name: HUNTSVILLE HAMFEST	Contact Person: Sharon Ayers, VBC

VBC will unload crated materials at the Convention site and deliver same to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the Show. Move materials from the booth to the dock and reload on designated vehicles at the following rate: \$55.00 per cwt. For each single shipment received, with a **\$55.00 minimum. You must have a credit card on file or drayage charges paid in order to receive your shipment.**

## C. FORKLIFT SERVICE WITH AN OPERATOR

This service will be assessed on move-in day on a first come basis. The fee must be paid on the floor either by check, cash, or charge. The freight will be unloaded/loaded and moved to the designated area under an hourly schedule. If your move takes in excess of one hour in or out additional fees will be due based on half-hour increments. One hour minimum for all forklift usage.

### RATES

Forklift (up to 5000 lbs.) \* \$55.00 per hour

\* **Anything over 5000 lbs. should be prearranged.**

## D. SHIPMENTS REQUIRING SPECIAL HANDLING

The previous mentioned rates do not cover shipments requiring special equipment, etc., due to excessive size or weight. This information will be furnished upon request. Overtime rates apply to all services performed on Saturdays, Sundays, and Holidays. Any services performed before 8:00 am or after 4:30 pm on weekdays are also overtime rates. All trucks checking in after 3:30 p.m. are also overtime rates. All shipments must be prepaid.

## E. INBOUND BILL-OF-LADING OR DELIVERY RECEIPTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable a mutual decision as to approximate weight will be determined and will be binding on both parties. Copies of bill-of-lading, with the name of the carrier, should be forwarded to VBC as soon as shipments are made. This will assist in tracing, if required.

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#### **F. EMPTY CONTAINER LABELS**

Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. VBC assumes no responsibility for:

1. Error to above procedure.
2. Removal of containers with old empty labels and without VBC labels.
3. Improper information on empty labels.
4. Valuables stored in container with empty labels.

#### **G. OUTBOUND SHIPPING**

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bill-of-lading will be available at the Service Desk. Previous shipping labels should be removed or obliterated. VBC accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain, on containers.

VBC WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials for which arrangements have not been made with VBC, or which have not been removed from exhibit area on removal day, will be transported to storage, at the expense of exhibitor, to await disposition. VBC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable period after the close of the show.

#### **H. LIMITATIONS OF LIABILITY**

1. The VBC will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor for concealed damage to materials.
2. The VBC will not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
3. The VBC will not be responsible for any loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth after the show.
4. The VBC will not be responsible for any damage due to fire, theft, Acts of God, Acts of Civic Authority, riots, strikes or lockouts or any other cause beyond the control of the VBC.
5. The VBC will be limited to physical damage to any specific article for a maximum of \$50.00 per claim.
6. The VBC will not take any responsibility due to loss of profits or revenues of the exhibitor as a result of the show.
7. The delivery of a shipment to the VBC by the exhibitor, or any agent thereof, shall be considered as an acceptance on the part of the exhibitor of the terms and conditions of this agreement.

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**I. PAYMENT POLICY**

All charges for services are due and payable in U.S. Funds prior to move out. American Express, MasterCard/Visa and Discover service available. **THE VBC DOES NOT INVOICE.**

**AUTHORITY TO HANDLE:**

All terms and conditions herein stated are understood and accepted.

**Company Name:**

**Booth No.:**

\_\_\_\_\_  
**Name of Event:**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**City & State:**

\_\_\_\_\_  
**Attention of :**

\_\_\_\_\_  
**Signature:**  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: Please sign and return promptly to:  
Von Braun Center  
700 Monroe Street  
Huntsville, AL 35801  
(256) 551-2237**

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# 256.684.5721

Trey Hodge

[treyh@airwaysfreight.com](mailto:treyh@airwaysfreight.com)

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Event Name: HUNTSVILLE HAMFEST

Contact Person: Sharon Ayers, VBC

Company Name:

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700 Monroe Street  
Huntsville, AL 35801  
(256) 551-2237

Event Name: HUNTSVILLE HAMFEST

Contact Person: Sharon Ayers, VBC

**\*\*\*PLEASE MAKE AS MANY COPIES AS NEEDED FOR YOUR SHIPMENT\*\*\*\***