**ATLANTA MORTGAGE EXPO MATERIAL HANDLING**

Atlanta Pipe and Drape will accept advance shipment(s) of your exhibit materials and store them in a climate controlled environment in our warehouse in Stone Mountain, GA. We will accept deliveries from Exhibitors beginning February 26, 2019 through March 19, 2019. Exhibitors are responsible for payment. Warehouse materials will be accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 3:30 PM.

Material arriving after 3:30 pm on March 19, 2019 will be received at the warehouse with an additional after deadline charge of $100.00.

Exhibitors shipping their exhibit materials to Atlanta Pipe and Drape must complete the attached Advance Shipping Notification form and email the form to [leavestolet@yahoo.com](mailto:leavestolet@yahoo.com).

**EXHIBITOR WEIGHT LIMIT AND FEES LISTED BELOW**

Limit 100 lbs per Box/Container

$20 per day Storage Fee

$50 Delivery and Handling Fee - One Way

**SHIPPING LABELS**

All boxes should contain the following Identification Label. It is important to include your company name, Booth # and to label each box indicating Box 1 of 1, Box 2 of 2, etc. As an added precaution, it is advised exhibitors maintain a list identifying the contents of each box in the event of lost shipments to help identify any missing contents of your shipment.

**To: (Exhibiting Company Name / Booth #)**

**c/o Atlanta Pipe and Drape**

**1835 E. Park Place Blvd, Suite 113**

**Stone Mountain, GA 30087**

**Box \_\_\_\_ of \_\_\_\_\_\_**

**Delivery Hours: Mon-Fri 9am-3:30pm**

Exhibitor materials will be transported and delivered to the respective exhibitor booths on March 20, 2019 after all booths have been set and readied for exhibitor set up.

Atlanta Pipe & Drape assumes no responsibility for lost or damaged shipments. Exhibitors are responsible for securing insurance to cover loss and/or damage for materials shipped to our warehouse

**ADVANCE SHIPPING NOTIFICATION**

Email this form ONLY if you are shipping your exhibit materials to Atlanta Pipe and Drape

Email: [leavestolet@yahoo.com](mailto:leavestolet@yahoo.com) Subject Line: (Exhibiting Company Name / Booth #)

**INBOUND SHIPPING**

I will be shipping the following materials to Atlanta Pipe and Drape to be accepted and stored at their warehouse.

Please number all boxes (Box 1 of 10, 2 of 10, etc)

|  |  |  |  |
| --- | --- | --- | --- |
| Description  (Carton, Case, Trunk) | # of Pieces | Weight | Measurements  Length x Width x Height |
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| --- | --- |
| Special Instructions: |  |

**OUTBOUND SHIPPING**

\_\_\_\_ Please have a representative from Atlanta Pipe and Drape contact me regarding handling return shipments or forwarding to another show site.

**BILLING AND PAYMENT**

I understand Atlanta Pipe and Drape will invoice me in advance via PayPal. PayPal accepts and will process credit card payments. All payments must be paid in advance and in full to receive services.

**CONTACT INFORMATION FOR ATLANTA PIPE AND DRAPE**

If you require assistance, please contact Dianne Thigpen at 404.944.7220 or via email at leavestolet@yahoo.com.

A representative from Atlanta Pipe and Drape will confirm receipt of your request and contact you by phone.

Please complete the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Exhibitor: |  | Booth # |  |
| Contact Name: |  | Phone |  |
| Email: |  | | |
| Signature: |  | | |