



Order Information

Show:

Date:

Location:

Contact:

Return completed forms to

Chandler Sweat

Carolina Expo

1108 Pineview Dr

[chandler@carolinaexpo.net](mailto:chandler@carolinaexpo.net)

Columbia, SC 29209

Fax: 803-335-5182

**Shipment Information Template**

To: \_\_\_\_\_

**\*\* Exhibitors Name and Booth Number\*\***

For:

C/O: Carolina Expo division of Crisp Event Rentals  
1108 Pineview Rd  
Columbia SC 29209

**Shipping Instructions**

1. Advance shipments to warehouse \$70.00 per 100 pounds
2. Minimum 200 pounds \$140.00 (Example: Customer wanted to send a pallet of items; it must reach 200 pounds)
3. Small package shipments Max weight 50 pounds:  
\$40.00 per carton \$20.00 for each additional



4. Shipments must be prepaid – Collect shipment will not be accepted.
5. Payments for freight handling must be paid in advance. Credit card payment form enclosed.
6. At close of show please have Bill of Lading filled out with shipping information including UPS# or FedEx account#. Please repack your boxes or get new boxes for your items. We can't ship back your boxes until everything is repackaged, labeled and ready for shipment.

COMPLETE AND RETURN TO THE ADDRESS ABOVE OR EMAIL

(Retain a copy for your files)

Shipments: \_\_\_\_\_

Estimated Pieces    Total Weight    Carrier



Name of Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_

For:

Authorized by: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

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

*\*Carolina Expo shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.*

*\*Carolina Expo shall not be responsible for loss, theft, or disappearance of an exhibitor's materials after they have been delivered to the exhibitor's booth.*