

Material Handling Form A

Payment must accompany order form

Discount Deadline: **JANUARY 22, 2025**

Show Name:	NATIONAL COLLEGE FAIR, PITTSBURGH 2025	Show Dates:	JANUARY 28-29, 2025
Company Name:		Booth Number:	
Contact Name:		Phone Number:	

Please indicate service requested with an "x" in the appropriate box.

Service A: ADVANCED WAREHOUSE SHIPMENTS OVER 35 LBS

APA EXPOSITION SERVICES

204A SCHREIBER INDUSTRIAL PARK

NEW KENSINGTON, PA 15068

- ✓ Receive and store equipment up to 4 weeks prior to the show dates (no loose materials)
- ✓ Deliver materials to designated show site exhibit space
- ✓ Remove empty containers from show floor and return at close
- ✓ Remove & ship exhibit materials to designated carriers
- ✓ Receiving hours are Monday thru Friday, 8:00am-NOON & 1pm-4:00pm, EST. Surcharges may apply for off-target deliveries.

Advanced Discount Rate: \$88.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Standard/Off-Target Rate: \$98.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Service B: DIRECT TO SHOW SHIPMENTS OVER 35 LBS

DAVID L LAWRENCE CONVENTION CENTER

ATTN: NACAC HALL A

1000 FT DUQUESNE BLVD

PITTSBURGH, PA 15222

******SHOWSITE RECEIVING HOURS: JANUARY 27, 2025 Between 7am-5PM ******

- ✓ Shipments received only during exhibit set up hours
- ✓ Deliver materials to designated show site exhibit space
- ✓ Remove empty containers from show floor and return at close
- ✓ Remove & ship exhibit materials to designated carriers
- ✓ Surcharges may apply for off-target deliveries

Standard Rate: \$80.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum) Standard/

Off-Target Rate: \$98.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)

Service C

Small package rate designed for shipments under 35 pounds

Advanced Warehouse Delivery

Show Site Delivery

- ✓ Designed to allow you to ship smaller packages without the 200lbs minimum
- ✓ Defined as a shipment containing pieces under 35lbs (UPS, FedEx, DHL)
- ✓ These shipments are usually delivered without receipts or freight bills and are not palletized

Standard Rate: \$35.00 / Piece + 7% Sales Tax (35lbs. maximum) Standard/

Off-Target Rate: \$45.00 / Piece + 7% Sales Tax (35lbs. maximum)

Outbound Shipping

Show Name:	NATIONAL COLLEGE FAIR, PITTSBURGH 2025	Show Dates:	JANUARY 28-29, 2025
Company Name:		Booth Number:	
Contact Name:		Phone Number:	

- Outbound information should be filled out completely and returned to APA.
- All shipments must arrive prepaid. Collect shipments will be refused.
- Be aware of deadline dates as well as exhibit set up and dismantle times. Surcharges may apply for off-target and special handling.
- All in & outbound shipments must have a Bill of Lading. Outbound Bills of Lading must be filled out and returned to a representative of APA, Inc. at the service desk area. If no return information is provided, materials will be forced to the show carrier.
- If designated carriers are to be used, it is the responsibility of the exhibitor to schedule the pick up at the appropriate times. If that carrier fails to accept the shipment at the required time, the materials will be sent collect with the show carrier.
- All outgoing materials will be shipped collect unless otherwise instructed.

Outbound Shipping Info (please complete):

Shipper/Exhibitor Name:	
Billing Address:	
City, State, ZIP:	
Company Name:	
Delivery Address:	
City, State, ZIP:	
Attn: Phone Number:	
Special Instructions:	

Please remember that You are Responsible For:

- Packing & labeling the shipment
- Returning the completed Bills of Lading to our service desk
- Contacting your carrier with pick up guidelines and times
- Please refer to the Important Dates section of the exhibitor packet for dismantle times and dates

Check Method of Shipment

UPS:
 Account Number: _____
 Next Day
 2nd Day
 Ground 5-7 Days

FedEx:
 Account Number: _____
 Next Day
 2nd Day
 Economy 3 Day

Air Freight:
 Type of Service: _____
 Name of Carrier: _____

Van Line:
 Name of Carrier: _____

Common Carrier 5-7 Days:
 Name of Carrier: _____

Show Carrier

Other:
 Type of Service: _____
 Name of Carrier: _____

APA EXPOSITION SERVICES

R U S H

DEADLINE DATE:
JANUARY 22, 2025

NACAC

C/O APA EXPO

**204A SCHREIBER INDUSTRIAL PARK
NEW KENSINGTON PA 15068**

WAREHOUSE

TO: _____

BOOTH: _____

OF PCS _____ **OF** _____

CARRIER: _____

Please use the labels above for any advanced or direct shipments handled by APA EXPOSITION SERVICES. Feel free to copy them as needed

APA EXPOSITION SERVICES

R U S H

DELIVER ON:
JANUARY 27, 2025

NACAC

C/O APA EXPO

**DL CONVENTION CENTER
1000 FT DUQUESNE BLVD
PITTSBURGH, PA 15222**

SHOW SITE HALL A

TO: _____

BOOTH: _____

OF PCS.: _____ **OF** _____

CARRIER: _____

Please use the labels above for any advanced or direct shipments handled by APA EXPOSITION SERVICES. Feel free to copy them as needed.

Furniture Rental Form A

Payment must accompany order form
Discount Deadline: JANUARY 22, 2025

Show Name:	NATIONAL COLLEGE FAIR, PITTSBURGH 2025	Show Dates:	JANUARY 28-29, 2025
Company Name:		Booth Number:	
Contact Name:		Phone Number:	

Chairs

Qty.	Code	Description	Discount Price	Standard Price	Total
	101	Upholstered Counter Stool	\$69.00	\$82.50	
	102	Upholstered Arm Chair—Black	\$41.00	\$51.25	
	106	Standard Folding Chair	\$20.00	\$25.00	

Unskirted Display Tables

Qty.	Code	Description (W x L x H)	Discount Price	Standard Price	Total
	201	2'x4'x30" Unskirted	\$38.00	\$48.00	
	202	2'x6'x30" Unskirted	\$45.00	\$54.00	
	203	2'x8'x30" Unskirted	\$45.00	\$54.00	
	204	2'x4'x40" Unskirted	\$52.00	\$58.00	
	205	2'x6'x40" Unskirted	\$52.00	\$58.00	
	206	2'x8'x40" Unskirted	\$52.00	\$58.00	

Skirted Display Tables and Accessories

Includes White Vinyl Top

Qty.	Code	Description (W x L x H)	Discount Price	Standard Price	Total
	301	2'x4'x30" Skirted 3 Sides	\$70.00	\$85.00	
	302	2'x6'x30" Skirted 3 Sides	\$80.00	\$90.00	
	303	2'x8'x30" Skirted 3 Sides	\$90.00	\$100.00	
	304	2'x4'x40" Skirted 3 Sides	\$80.00	\$100.00	
	305	2'x6'x40" Skirted 3 Sides	\$90.00	\$100.00	
	306	2'x8'x40" Skirted 3 Sides	\$100.00	\$115.00	
	307	Add Skirting to 4 th Side, 30" or 40"	\$18.00	\$28.00	
	521	30"x30" High Cocktail Table—Plywood	\$65.00	\$75.00	
	522	30"x30" Black Cocktail Linen	\$21.00	\$27.00	
	523	30"x40" High Cocktail Table—Plywood	\$75.00	\$85.00	
	524	30"x40" Black Cocktail Linen	\$21.00	\$27.00	
	511	Literature Rack—5 bin	\$85.00	\$100.00	
	509	Chrome Bag Stand	\$55.00	\$75.00	

APA Exposition Services

Fax: 412-681-3130

Email: info@apaexpo.com

Phone: 412-681-3110

Payment Policy/Credit Card Charge Authorization

Payment form must accompany all order forms

NATIONAL COLLEGE FAIR, PITTSBURGH 2025

DISCOUNT DEADLINE DATE: JANUARY 22, 2025

Company Name:	Email Address:	Booth Number:	
Street Address:	City:	State:	ZIP Code:
Country:	Phone:	Fax Number:	
Show site Contact:	Show site Emergency Number:		

Methods of Payment:

Credit Cards

APA will use the submitted credit card to charge all orders and balances due at close of show. A \$45.00 surcharge will be added to declined accounts. Exhibiting companies will be responsible for all fees associated with collection of past due accounts. Please fill out the credit card authorization form completely. Visa, MasterCard, and American Express are accepted.

Company Check

Please make checks payable to: **APA Exposition Services**

Checks must be drawn on a United States bank and be in United States funds. A \$45.00 surcharge may be added to your account for failure to meet the terms of payment. Returned checks are surcharged \$45.00. Balances at the close of show are automatically charged to the credit card on file.

Credit Card Information

Charge to the following credit card:

Mastercard

Visa

American Express

Card Number:

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Security Code:

Expiration Date (00/00):

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3 digits on reverse of V/MC

4 digits on front of AMEX

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I agree in placing this order that I have accepted APA's Payment Policy and APA Terms and Conditions of Contract.

Print Cardholder Street Address

X _____

Cardholder Signature

City/State/ZIP

Print Cardholder Name

Date