

Show dates:
October 16-19, 2026

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Discount deadline:
October 2, 2026

NEED
**A CUSTOM
BOOTH?**

click here

NEED
**SHIPPING
TO AND FROM
A TRADESHOW?**

click here

NEED ANYTHING?

Phone: 305-751-1234
| Fax: 305-751-1298

Material Handling Authorization

(This Form Must Be Signed and Returned with the Shipping Instructions)

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site
We plan to ship on (date):
Our material should arrive on (date):
Carrier name: Pro#:
Origin shipment (City, state):
Please provide a contact name and number for any questions
EXPO CCI may have in regards to this shipment.
Name: Phone:

Please indicate number of pieces and the estimated weight

# of pieces	Description	Weight
	Crates	
	Cartons	
	Fiber Cases	
	Carpet/Padding	
	Skids/Pallets	
	Miscellaneous	

Total weight:

100 pound minimum charge per shipment

Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.20 per pound	Direct Shipment	\$1.25 per pound
Advance Shipping Address: Expo Convention Contractors, Inc. 15959 NW 15th Avenue Miami, FL 33169		Direct Shipping Address: Expo Convention Contractors, Inc. c/o Miami Beach Convention Center - Hall A-D 1901 Convention Center Drive, Miami, FL, 33139	
Deadline Date is: October 2, 2026		Will not be accepted prior to: October 14, 2026	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:
Unloading crated material.
Storing at EXPO CCI's warehouse for up to 30 days.
Unloading materials and delivery to your booth
Removing of empty shipping containers from your booth, storing during show, returning at close of show.
Reloading materials onto outbound transportation.

Direct Shipment Rates Include:
Unloading materials when received and delivery to your booth
Removing of empty shipping containers from your booth, storing during show, returning at close of show.
Reloading materials onto outbound transportation.

EXPO CCI Warehouse Hours are:
Monday through Friday; 8:30am to 3:30pm.
Holidays excluded.

Additional Surcharges based on inbound weight:
Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.

For credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.
EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO CCI's Exhibitor Service department.

Please complete the following and return to EXPO CCI along with the Shipping Instructions form:

Company Name: Booth #
Contact Name: Email:
Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Terms and Conditions, signed and returned to EXPO CCI. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL (<https://order.expocci.com/>)