

Henly Decorators

Mail: PO Box 561066
Dallas, TX 75356-1066
Ship: 3705 Halifax St.
Dallas, TX 75247

Tully Markets
Western Apparel & Tack, Texas
February 13, 14, 15, 2010
Fort Worth Convention Center

Voice: (214) 630-5562 Deadline for Advance Pricing: February 4, 2010 Fax: (214) 630-5572
Freight must be at Advance Receiving Warehouse by February 4, 2010.

FREIGHT HANDLING INFORMATION

DO NOT SHIP ANYTHING DIRECTLY TO THE FORT WORTH CONVENTION CENTER.
All trade show materials should go to Henly Decorators, OR carry your own, into the show on set-up day.
Phone (214) 630-5562 for information and secure credit card service.

General Freight Price, for pallets, cases & crates, over 200# total, covers both Inbound and Outbound handling.
Small Package Prices cover only Inbound or Outbound handling of separate items.
Complete 2 sections of SMALL PACKAGE SERVICES section, please.

ADVANCE RECEIVING

- You may ship by any carrier. All carrier charges must be prepaid. We do not accept "Freight Collect" shipments.
- For shipments greater than 500 lbs., or that require special handling, please give us a "heads up!" call.

FOR GENERAL FREIGHT: Price is based on weight; price includes Inbound and Outbound service.

- Unload from carrier vehicle. * **Count, inspect and notify you if there is a problem.**
- Free Storage at the warehouse for up to 30 days before show.
- Reload on trucks and deliver materials to show site. * Unload from trucks and place in your booth.
- Pick up empty containers, store during show, and return containers to your booth at close of show.
- Pick up packed containers from show floor and load onto your designated carrier.
- Return to our warehouse only if ordered or necessary (additional charge applies).

SMALL PACKAGE SERVICE: Prices are based on weights of separate items, Inbound and Outbound.

- **COMPLETE BOTH INBOUND AND OUTBOUND SECTIONS OF THE ORDER.**
- For Inbound: Materials received, stored, and then delivered to booth at start of move-in. Empty containers stored during show.
- For Outbound: Materials received from exhibitor at show, delivered to selected carrier that evening or next day, (based on time received. Additional cost may be incurred.)

PLEASE USE THIS FORMAT FOR ADDRESSING YOUR SHIPMENT:

< **Exhibitor Company Name** > Booth # _____
WATT February 2010
c/o Henly Decorators
3705 Halifax St.
Dallas, TX 75247

Show Site Shipments – Please! Do not ship directly to the convention center!

- The Center does not have adequate space, or procedures, for handling advance storage of displays.
- **All show materials, large or small, should arrive at henly decorators by February 4, 2010.**
- **But: This is not a union show – you may handle your own materials yourself.**
- Bring your own wheels and muscles, and use the designated loading area, not the general public entrances.
- **Fort Worth Convention Center insists that all trade show materials be unloaded at designated areas.**

OUTBOUND SHIPPING:

Small Package Shipment prices are based on separate items and weights, one way only.

- At the show, Exhibitors must provide a Bill-of-Lading for HENLY showing Carrier, "Ship to" Address, number of pieces, contents, estimated total weight, AND proper address labels on all items being shipped. Blank labels will be available at the show.
- All freight, including UPS, FedEx, and DHL, or similar shipments, **WILL** ship from the show. Any shipments that must return to Henly warehouse for shipment at later time, will incur a second handling charge.
- **For all shipments from the show, Exhibitors must notify the carrier that shipment is ready for pick up;** drivers must check-in at Show Freight Desk and then henly personnel will move the designated materials from the show area to the loading area. **CARRIER DRIVERS ARE NOT ALLOWED TO "JUST TAKE" WHAT THEY "THINK" THEY ARE SUPPOSED TO HAVE.** This applies to all carriers: small item carriers, specialized carriers, and general freight carriers.
- Be sure to provide your company account numbers for the carriers to henly decorators, especially for DHL, FEDEX, or UPS, to expedite their acceptance of your materials.

Outbound Freight Bill-of-Lading forms, and blank address labels, will be available at close of show.

If you will need our services for outbound handling ONLY, please notify us prior to the show, so we can plan accordingly.

Any materials not picked up by your designated carrier by "Clear The Hall" deadline, 8 p.m., Feb. 15, 2010, will be returned to Henly's warehouse for pickup by the carrier the next business day. Additional handling charges will be applied.

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FREIGHT HANDLING ORDER

You may pay by check, but your credit card authorization is also required for Freight Handling Services. Please complete, sign and return one copy to Henly decorators. Phone (214) 630-5562 for secure credit card service.

EXHIBITOR COMPANY NAME _____ BOOTH NO. _____

Billing address should be same as billing address for credit card, if paying by credit card.

Billing Address _____ Date _____

City, State & Zip _____

Phone _____ Fax or Email _____

PAYING BY: AMERICAN EXPRESS - Four-digit Security Code on front of card _____
DISCOVER VISA MASTERCARD – Three-digit Security Code, on back of card _____

Account No. _____ Expiration Date _____

Name Printed on Card _____ Cardholder Signature _____

AGREEMENT & TERMS: This order provides for HANDLING SERVICES as specified below, to be provided for exhibitor by henly decorators. Charges are for necessary labor and tools, except in cases of very large, fragile, or unusually shaped articles, for which rates will be individually quoted. Tools and equipment remain property of henly decorators & attendant services. Cardholder acknowledges receipt of services for the following list and prices shown, and agrees to meet the obligations for payment set forth in Cardholder's agreement with the card issuer. **CHARGES MUST BE PAID IN FULL, IN ADVANCE, BY CASH, CHECK, OR CREDIT CARD, BEFORE MATERIALS WILL BE DELIVERED TO BOOTH.** Service is priced according to weight or item. Any shipment without a Bill of Lading may be weighed and billed accordingly.

SHOW SITE / CONVENTION CENTER - INBOUND SHIPMENT:

Contact Henly Decorators (214) 630-5562, concerning direct to show site shipments.

GENERAL FREIGHT SERVICES TO HENLY DECORATORS RECEIVING WAREHOUSE

Inbound/Outbound General Freight Service – Large cases, crates, or skids, received and held in storage until show move-in. Counts and conditions verified for shipments with standard Bill of Lading only. Materials delivered to show on move-in day and placed in Exhibitor's booth. Empty cases held in storage until close of show, then returned for re-pack. When ready, moved from show floor to dock and designated carrier vehicle.

Skids, crates, and cases of more than 200 lbs total (4252) _____ @ \$40.00 per 100 lbs. _____

SMALL PACKAGE SERVICES TO HENLY DECORATORS ADVANCE RECEIVING WAREHOUSE

INBOUND, Small Package Service:

Boxes, Cases, Cartons, and packages, without Bills of Lading, **handled without guarantee of count or condition.**

Items of 1 – 50 lbs., Inbound (4262) _____ @ \$15.00 ea. Item _____

Items of 51 – 99 lbs., Inbound (4263) _____ @ \$20.00 ea. Item _____

Items of 100 – plus lbs., Inbound (4264) _____ @ \$25.00 per 100 lbs. _____

OUTBOUND, Small Package Service:

Handling show materials, from show floor to designated carrier at loading dock..

Items of 1 – 50 lbs., Outbound (4265) _____ @ \$15.00 ea. Item _____

Items of 51 – 99 lbs., Outbound (4267) _____ @ \$20.00 ea. Item _____

Items of 100-plus lbs., Outbound (4268) _____ @ \$25.00 per 100 lbs. _____

EXHIBITORS ARE RESPONSIBLE FOR TELLING THEIR **PREFERRED CARRIER** TO PICK UP THE MATERIALS AFTER CLOSE OF THE SHOW AND FOR PROVIDING THAT CARRIER NAME TO HENLY DECORATORS. DRIVERS MUST CHECK IN AT THE FREIGHT DESK AND HENLY PERSONNEL WILL MOVE THE DESIGNATED MATERIALS FROM THE SHOW FLOOR TO THE DOCK AND THE VEHICLE.

IF PREFERRED CARRIER FAILS TO PICK UP by specified clear-the-floor deadline, henly should:

_____ Give the freight to a similar carrier that is on site at deadline (4300) **No Additional Cost** _____

_____ **Return to warehouse;** ship by preferred carrier (4301) \$25.00 / shipment _____

_____ Return materials to warehouse; hold for instructions (4302) 25.00 / shipment. _____

Total all lines and fax this order to Henly Decorators, PLEASE.\$ _____

If you require special handling for fragile or unusually shaped items, for extra large crates or pallets of materials and equipment, Please, contact Henly Decorators NOW! (214) 630-5562