



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	\$1.32 per pound	Direct Shipment	\$1.39 per pound
Advance Shipping Address: Expo Convention Contractors, Inc. 15959 NW 15th Ave, Miami, FL 33169		Direct Shipping Address: Expo Convention Contractors, Inc. c/o Broward County Convention Center - Hall B 1950 Eisenhower Blvd, Fort Lauderdale, FL 33316	
Advance Shipping deadline: October 6, 2026		Direct Shipping Arrival: October 16, 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.	

Small Package Shipment	\$118.75 per shipment	Advance Shipment Rates Include:
Small Package Shipping Address: Expo Convention Contractors, Inc. 15959 NW 15th Ave, Miami, FL 33169		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.
Shipment must be received same day /time (per shipment 1-50 pounds only)		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.
Small Package Shipping deadline: October 6, 2026		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.
Shipments received after this date will incur an additional 25% late handling fee.		

EXPO CCI Warehouse Hours are:

Monday through Friday; 8:30am - 3:30pm. Holidays excluded.

For credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at show site 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.

Advance Shipping deadline:

October 6, 2026

Direct Shipping Arrival:

October 16, 2026

**ORDER
A CUSTOM
BOOTH?**

[click here](#)

**NEED
SHIPPING
TO AND FROM
THE EVENT?**



[click here](#)

**Need assistance or
have questions?**

Call: 305-751-1234
email: info@expocci.com

ORDER ONLINE NOW