



Southwest Design & Display

1310 JACKMAN ROAD BENTON, AR 72015 * (501) 376-9114

Exhibitor Packet Policies

- All paperwork/Payment as to be turned in by 2:30pm on the day of the deadline.
- All forms and freight (if applicable) must be received by the deadline to insure advanced prices.
- You must fill out credit card information and sign the form. Otherwise it is not an authorized purchase, we will not process payment and the order will not be filled. Once the show is completed all credit card info is disposed of.
- Any orders placed at the show (extra tables, chairs, labor) will be billed to the credit card on file and receipts will be emailed over.
- Freight Forms must include freight weight. We charge in increments of 100lbs.
- **Return freight must have return label attached to the freight when the show is over and the exhibitor is responsible for scheduling a pick up from our warehouse the following business day.** An improper paperwork fee will be applied to the credit card on file if this is not done. Any freight not picked up within 30 days will result in a \$10.00 a month storage fee. After 270 days any freight left will be disposed of. Any freight that is scheduled to be picked up at the convention center and has not been picked up on site by the time our crews leave, will be force shipped back to our warehouse, per the convention center. (We cannot leave anything and the center will not handle freight) In this case you will be charged for the return freight at floor order price and improper paperwork. If we receive more than 2 shipments from the same exhibitor a \$10.00 charge will be added per shipment.
- **Shipping and Receiving hours are Mon-Fri 8am-3pm.**
- Any invoicing questions and concerns must be submitted 15 days after show ends.
- If you have any questions please call Amanda at (501)376-9114 or office@southwestdd.com
- If applicable forms are not completely filled out (for freight weight crated, special handling), shipping labels are not done, the vendor packet/payment is not received before freight arrives at our warehouse, or if calls/emails have to be made to clarify forms or pickups ect., there will be an improper paperwork charge.
- All credit card payments will receive a \$2.00 processing fee.

Please sign and date stating you have read Southwest Design and Displays Policies, and send in with your packet.

Signature

Date

Company/Vendor Name

Freight Handling Order Form

1310 Jackman Rd.
Benton, AR 72015



Office 501-376-9114
Fax 501-408-4663

SHOW NAME AWW WEA '19 PAPERWORK DEADLINE April 19, 2019

EXHIBITOR NAME _____ BOOTH # _____

ADDRESS _____
(Street)

(City) _____ (State) _____ (Zip) _____

PHONE () _____ - _____ FAX () _____ - _____ CONTACT NAME _____

EMAIL _____

**ANY AND ALL SHIPMENTS WILL ONLY BE ACCEPTED AT OUR WAREHOUSE.
DO NOT SHIP ANY FREIGHT TO THE CONVENTION CENTER**

DEADLINE TO RECEIVE ADVANCED SHIPMENTS *** ***

Address "Pre-Show" Shipments as follows: (Show Name) Hold for Exhibitor (Exhibitor/Booth#) Southwest Design & Display 1310 Jackman Rd. Benton, AR 72015-4002	Return Freight Notification () No. I will take care of my freight () Yes. Please ship my freight back for me. I will notify shipper to pick my freight at Southwest Design and Display. <i>Freight MUST be boxed/crated and ready for shipping, WITH return labels.</i>
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SHIPPING DESIGNATIONS

Crated/Skidded - Material on skids or in any type of container that can be unloaded with no additional handling.
 Special Handling/Uncrated - Material delivered by carrier in such a manner that it requires additional handling, such as (i.e. ground unloading; side door unloading; constricted space unloading; designated piece unloading; stacked shipments; loose or pad-wrapped shipments.)

SHIPPING RATES	Cost per CWT One Way
Crated/Skidded Shipment	\$50.00
Special Handling/Uncrated	\$55.00
Penalty for late shipments	\$35.00
Floor Order Return Freight	\$25.00
Improper Paperwork	\$35.00

Reminder

Price shown is for one way shipping ONLY.
 Return freight will be billed to you at the same rate. Payment information form MUST be sent along with this form for payment.
 We accept all major credit cards.

****ADVANCE SHIPMENT RECEIVING TIMES: Monday - Friday 8:00 a.m. - 4:00 p.m.****

Weight Limitation Is Restricted To Under 5000lbs per piece				
Designation	Weight	CWT	Unit Price	Total Cost
Example				
Crated/Skidded	(400/100)	4.00	\$50.00	\$200.00

Southwest Design & Display

Accessories Order Form

1310 Jackman Rd.
Benton, AR 72015



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Fax 501-408-4663

SHOW NAME AWW WEA '19

DEADLINE: April 19, 2019

EXHIBITOR NAME _____

BOOTH # _____

ADDRESS _____

(Street)

(City)

(State)

(Zip)

PHONE () _____

FAX () _____

CONTACT NAME _____

EMAIL

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ITEM	QTY	ADVANCE PRICE	FLOOR PRICE	TOTAL
4' or 6' Table		\$25.00	\$35.00	
4' or 6' Table, Skirted		\$45.00	\$55.00	
36" or 60" Round		\$25.00	\$35.00	
36" or 60" Round, Skirted		\$45.00	\$55.00	
42" Height Table, Skirted		\$50.00	\$70.00	
Chair		\$7.00	\$10.00	
Spandex Covered Cocktail Table		\$50.00	\$70.00	
Spandex Covered 6' Table		\$85.00	\$100.00	
Wastebasket		\$7.50	\$10.00	
Metal Easel		\$15.00	\$20.00	
10 x 10 Carpet		\$60.00	\$70.00	
10 x 20 Carpet		\$85.00	\$90.00	
Bulk Area Carpet		\$3.50 per linear foot	\$4.00 per linear foot	
Specialty Items (Available upon request)				

Mail or Fax completed form to:
Southwest Design & Display
1310 Jackman Rd.
Benton, AR 72015

Subtotal _____

Southwestdd.com

Plus Sales Tax (9%) _____

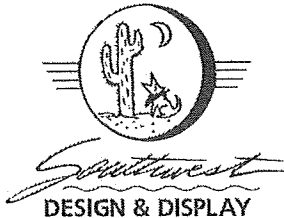
We accept all major credit cards.

TOTAL _____

Southwest Design & Display

Labor Order Form

1310 Jackman Rd.
Benton, AR 72015



Office 501-376-9114
Fax 501-408-4663

SHOW NAME AWW WEA '19 DEADLINE April 19, 2019

EXHIBITOR NAME _____ BOOTH # _____

ADDRESS _____
(Street)

(City) _____ (State) _____ (Zip) _____

PHONE () _____ - _____ FAX () _____ - _____ CONTACT NAME _____

EMAIL

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LABOR RATES - PER LABORER

Straight time Monday - Friday 8:00 a.m. - 5:00 p.m.

Overtime is all other times and all weekend hours

All Labor rates are charged based on a 1 hour per man

Minimum charge is One Hour per laborer. Labor in excess of One Hour is billed in 1/2 hour increments.

QTY	LABOR	REGULAR TIME	OVERTIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$48.00	\$68.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$48.00	\$68.00	_____
_____	SOUTHWEST SUPERVISED INSTALLATION(ok to proceed)	\$58.00	\$87.00	_____
_____	SOUTHWEST SUPERVISED DISMANTLE	\$58.00	\$87.00	_____

All exhibits to be supervised by Southwest will be set up prior to Supplier move in.

Please fill out the information below for all **EXHIBITOR** supervised installation or dismantle labor.

	Date	Number of men	Start time	End time	Total hours
Installation	_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____	_____

We accept all major credit cards.

Payment in full must accompany order.

Mail or Fax completed form to:
Southwest Design & Display
1310 Jackman Rd.
Benton, AR 72015

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