



2900 S. Hydraulic
 Wichita, Kansas 67216
 316-943-1851 – Fax 316-267-4804
 EMAIL: info@henryhelgerson.com

Kansas SHRM
 BOOTH
 # _____
 Manhattan ,Hilton
 Garden Inn

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
3. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: NAME OF SHOW C/O HENRY HELGERSON COMPAN'
2900 S. HYDRAULIC, WICHITA KANSAS 67216
ADVANCE TO WAREHOUSE MUST BE RECEIVED NO
LATER THAN SEPTEMBER 2, 2022.

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)	TO WAREHOUSE	TO SHOW SITE.
SHIPPED VIA: _____ PRO# _____		
DATE SHIPPED: _____	ESTIMATED ARRIVAL DATE: _____	
FORK LIFT REQUIRED FOR LOADING/UNLOADING? _____ YES _____ NO ADD \$75.00 PER HOUR		
# OF CRATES: _____	# OF DISPLAY CASES: _____	# OF CARTONS: _____ # OF SKIDS: _____
TOTAL # PIECES: _____	TOTAL WEIGHT: _____ x \$48.00/100 lbs. = _____	TOTAL COST _____

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:
SHIP TO: _____
ATTENTION: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)
_____ MOTOR FREIGHT (NAME) _____ VAN LINE (NAME) _____
_____ UPS: _____ GROUND _____ BLUE(2 ND DAY AIR) _____ RED(NEXT DAY AIR) – UPS ACCT. # _____
_____ FED EX – ACCT# _____
_____ OTHER AIR CARRIER (NAME) _____ OTHER AIR CARRIER ACCT #: _____

If you have not designated a motor freight company Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: KANSAS SHRM	Booth: _____
COMPANY NAME: _____	EMAIL: _____
ORDERED BY: _____	PHONE #: _____

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal	\$ _____	Payment:	Check Enclosed	Online (Email required for invoicing)
8.95% Sales Tax	\$ _____			
Total Due	\$ _____	Signature	_____	