

# INBOUND MATERIAL HANDLING ORDER FORM



**FB INTERNATIONAL, INC**  
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**Jacob K. Javits  
 Convention Center  
 New York, NY  
 July 8-9, 2026**

COMPANY \_\_\_\_\_

PHONE # \_\_\_\_\_

BOOTH # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**Exhibitors are NOT allowed to use any equipment to move their material into the show, i.e. dolly or pallet jack. Material needs to be dropped off at the loading dock. Hand carry material may be brought into the show.**

**ADVANCE SHIPPING DEADLINE: May 11 - June 5, 2026**

All inbound shipments must be scheduled and prepaid by emailing or faxing a completed inbound material handling and payment forms to FB International, Inc.

## ADVANCE SHIPMENT TO FB INTERNATIONAL WAREHOUSE

Rates include material unloaded at warehouse, storage prior to the opening of the show, delivery to exhibitor's booth, removal to the loading dock at the end of show and reloading onto outbound carriers. Rate also includes pick-up, storage and return of empty crates and cartons.

	<u>Advance Rate</u> (200lbs minimum)	<u>Regular Rate</u> (200lbs minimum)
<b>Crated Material</b>	<b>\$214.00 per 100 lbs</b>	<b>\$255.00 per 100 lbs.</b>
<b>Uncrated Material</b>	<b>\$245.00 per 100 lbs</b>	<b>\$290.00 per 100 lbs.</b>

Warehouse hours: 8:00am- 4:00pm, Lunch 1:00pm-2:00pm, Mon.- Fri.

## DIRECT SHIPMENT TO SHOW SITE

Rate include material unloaded at show site, delivery to exhibitor's booth, removal to the loading dock at the end of show and reloading onto outbound carriers. Rate also includes pick-up, storage and return of empty crates and cartons.

	<u>Straight Time Rate</u> (200lbs minimum)	<u>Overtime Rate</u> (200lbs minimum)
<b>Crated Material</b>	<b>\$189.00 per 100 lbs</b>	<b>\$253.00 per 100 lbs.</b>
<b>Uncrated Material</b>	<b>\$218.00 per 100 lbs</b>	<b>\$290.00 per 100 lbs.</b>

Note:Overtime (OT) is prior to 8:00am&after 4:30 pm Mon-Fri, all day Sat & Sun

## SMALL PACKAGES TO FB WAREHOUSE OR SHOW SITE

Material received without documentation to our warehouse will be delivered without guarantee of piece count or condition. Maximum weight is 65lbs. per shipment, per delivery.

<b>Small Package, 1st Carton</b>	<b>\$75.00</b>
<b>Small Package, Each Additional Carton</b>	<b>\$59.00</b>

## IMPORTANT INFORMATION

- \* FB International Payment Policy and Limits of Liability and Responsibility
- \* Material Handling Information & Additional Charges
- \* Material Handling Q&A

## ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS TO WAREHOUSE

**Advance Rate**  
**May 11 - June 5, 2026**

**Regular Rate**  
**June 6 - June 26, 2026**

Shipments arriving in this time frame and order forms received **WITHIN** June 20, 2025 will be charged advance rates.

Shipments arriving in this time frame and order forms received **AFTER** June 20, and **WITHIN** July 11, 2025 will be charged regular rates.

A 25% (\$25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received **AFTER** July 11, 2025. FB International, Inc is not liable for any shipment arriving after July 11, 2025, please ship directly to show site if the deadline can not be kept.

Direct to show site on  
 Tuesday, July 7, 2026

**DIRECT SHIPMENTS MUST ARRIVE ON Tuesday, July 7, 2026  
 BETWEEN 8am & 2pm and truck deliveries must be scheduled with  
 FB International prior to the event.**

## PLACE ORDER HERE:

### Where is this shipment going?

<u>Check One</u>	<u>Delivery Date</u>	<u>Time</u>	<u>Carrier</u>
<input type="checkbox"/> Advance Warehouse	_____	_____	_____
<input type="checkbox"/> Direct to Show Site	_____	_____	_____

### What are we shipping?

Please indicate quantity, size and weight.

<u>QTY</u>	<u>Description</u>	<u>Length x Width x Height(inches)</u>	<u>Weight (lbs.)</u>
_____	Crates	_____	_____
_____	Carton	_____	_____
_____	Case/Trunk	_____	_____
_____	Skit/Pallet	_____	_____
_____	Uncrated	_____	_____
_____	Others	_____	_____

Total Weight \_\_\_\_\_

### Calculate Material Handling Charges

MATERIAL DESCRIPTION	WEIGHT	CWT	RATES	TOTAL PRICE
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<b>EXAMPLE:</b>			<b>Advance Rate</b>	
<b>Crates</b>	<b>200 lbs. ÷ 100 = 2</b>		<b>X \$214.00</b>	<b>= \$428.00</b>

	<b>÷ 100 =</b>		<b>X</b>	<b>= \$</b>
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	<b>÷ 100 =</b>		<b>X</b>	<b>= \$</b>
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			<b>Sub Total</b>	<b>\$</b>
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SMALL PACKAGE DESCRIPTION	PRICE	X	QTY	TOTAL PRICE
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Small Package, 1st Carton	<b>\$75.00</b>	<b>X</b>		<b>= \$</b>
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Small Package, Each Additional Carton	<b>\$59.00</b>	<b>X</b>		<b>= \$</b>
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1. Total Estimated Charges	\$
2. 25% Late Arrival Surcharge	\$
3. NYC Tax 8.875%	\$
<b>4. Payment Enclosed</b>	<b>\$</b>

I agree in placing this order that I have accepted the attached FB International Payment Policy and the Limits of Liability and Responsibility

Authorized <input checked="" type="checkbox"/> AUTHORIZED NAME - PLEASE PRINT	DATE
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