



FLAT CART SERVICE

Submission Deadline: **Thursday, August 8, 2019**

Company Name: _____ Booth: _____

Local union regulations allow exhibitors to perform their own material handling. When exhibitors choose to hand carry in their materials, they will not be permitted access to loading dock area(s). See "Union Rules and Regulations" located in this manual for details.

If you require assistance to move your materials into or out of the convention center, Hargrove is offering a service for delivering exhibit materials in privately owned vehicle (POV) directly to show site on the days of exhibitor setup. A flat rate of **\$190 per vehicle (round trip)** will apply. This charge is a round-trip rate and includes a maximum of one (1) person for 30 minutes of each inbound and outbound service. After 30 minutes, a \$95 per ½-hour charge will apply.

- This service does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier.
- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:

- Items that will safely fit on the 3' x 5' surface of a flat cart – stacked no higher than the top of the cart's push handle,
- A maximum load of 200 pounds per cart, and
- A shipment that can be unloaded within 15 minutes.

Flat Cart Unloading Service Rate:

\$190 per vehicle, round trip

Inbound Flat Cart Service available:

Thursday, August 22 – 3:00 PM to 5:00 PM

Friday, August 23 – 9:00 AM to 5:00 PM

NOTE: You must fill out a Material Handling Agreement at the close of the show before reloading. All items leaving the exhibit hall must have a completed Material Handling Agreement. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

To order **Flat Cart Service**, complete this form and return it with applicable payment to Hargrove.

I will arrive on:

☐ Thursday, August 22 at _____ PM ☐ Friday, August 23 at _____ AM / PM

My vehicle is a: ☐ Car ☐ Van ☐ Pickup ☐ Sport/Utility Vehicle Color: _____

I will also require outbound service: ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Email: _____