



P.O. Box 9986
Richmond, VA
Phone 804-338-5329
Fax 804-237-0458
Email—info@premierEEServices.com
www.premierEEServices.com

DRAYAGE SERVICE ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER !!

If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)

RATES: \$150.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)
Small Box Rate \$45.00 per box (Must be less than 30 lbs)

Advance Shipments will be received

Between Sept 21 through Sept 30, 2026

Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Not Accepted

ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)

RATES: Not Accepted

Direct Shipments will ONLY be received
during the following dates & times



Not Accepted

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND bill of lading and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:

ADVANCE SHIPMENTS

Your Company Name

IQT

c/o Premier Exhibit & Event

8411 Sanford Dr

Henrico, VA 23228

DIRECT SHIPMENTS

Not Accepted

SPECIAL SERVICES:

- Banding is charged as labor (1 hour minimum) See labor order form.
- Shrink-wrap is \$55.00 per pallet.

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By (Print name) _____ Signature _____

Weight _____ No. of pieces _____ Estimated Arrival _____

(# of CWT's) x \$ _____ (Rate)

ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE
THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER

TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____

TOTAL AMOUNT SPECIAL SERVICES: \$ _____

GRAND TOTAL DUE THIS ORDER: \$ _____

Name of Event **IQT**

Walter E Washington Convention Center

October 5 - 6, 2026

LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Hotel to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to advance warehouse should arrive between September 21st through September 30th, 2026. Shipments will be charged an additional delivery fee if after September 30th. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

NOTE: Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!!
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

SERVICE B - EXHIBIT SITE MATERIAL HANDLING (DIRECT SHIPMENT)

No Direct shipments accepted. Exhibitors will only be allowed to hand carry material to their booth. No Carts of any kind allowed. Local Teamsters strictly enforced.

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED
WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

The consignment or delivery of a shipment to PREMIER by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

AIR FREIGHT SHIPMENT arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE. If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH location will be moved as far as practical thereafter becoming the exhibitors responsibility.

AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.
All rates as quoted are based upon prevailing rates and are subject to change without notice.

MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.

ADVANCE WAREHOUSE

Premier Exhibit
& Event Services
A Red Carpet Experience Every Time



SHIP TO:

PREMIER EXHIBIT
8411 Sanford Dr.
Henrico, VA 23228

IQT

Exhibiting Company Name
(Required) _____

Booth #
(If known) _____

Must arrive between September 21 – 30, 2026

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth
Duplicates are acceptable, if needed

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OUT BOUND SHIPPING

PLEASE READ IMPORTANT INFORMATION BELOW REGARDING OUTBOUND SHIPPING

ArcBest Freight is the Official On-Site LTL Carrier for the show. If you have an account with ArcBest and would like to take advantage of using their services, please see the Premier Service desk to complete a ArcBest Freight bill of lading or turn in a completed bill of lading. Packages shipping out FedEx or UPS must have a pre-printed label attached to each item.

PLEASE NOTE: If you do not have an account with ArcBest Freight, but would like the convenience of using the on-site Carrier, Premier can provide you with a shipping quote based on their ABF account. Premier has discounted rates with ArcBest , which allows for very competitive & cost efficient shipping opportunities. Please see the Premier service desk to complete an outbound shipping rate quote request.

OUTBOUND SHIPPING VIA A CARRIER OTHER THAN ArcBest FREIGHT - Please note the following:

1. All outbound shipments MUST be accompanied by a completed bill of lading or shipping labels that pertain to your carrier's specifications. All bills of lading must be turned into the Premier Service Desk prior to your departure. "Generic" bills of lading, are available at the Service Desk for your convenience. If shipping FedEx or UPS, bring or arrange to have pre-printed labels for return ship.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!!

Failure to complete and submit a completed bill of lading to the Premier Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

2. All materials MUST contain a shipping address for your next destination to prevent shipment separation.
3. When shipping to different destinations, a separate bill of lading is required for each destination.
4. All outbound shipments should be addressed/labeled as follows:

FROM:	SHIPPER NAME:	Your Company Name
	SHOW NAME:	IQT
	FACILITY:	Walter E Washington Convention Center
	ADDRESS:	801 Allen Y. Lew Place NW
	CITY, STATE, ZIP:	Washington DC 20001

TO:	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

5. If you are using a carrier other than ArcBest Freight, YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED
FROM The Convention Center
BY 7pm Tuesday October 6, 2026.**

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY THE ABOVE TIMES, WILL BE FORCED ON THE SHOW CARRIER (ABF FREIGHT) AND WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.