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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: \$72.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)
Small Box Rate \$30.00 per box (Must be less than 30 lbs)

Advance Shipments will be received

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

Between September 28th through October 6th, 2026

SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

NO DIRECT SHIPMENTS
VENUE WILL NOT ACCEPT ANY DIRECT SHIPMENTS

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
RET
c/o Premier Exhibit & Event
8411 Sanford Dr
Henrico, VA 23228

DIRECT SHIPMENTS

NO DIRECT SHIPMENTS

VENUE WILL NOT
ACCEPT DIRECT
SHIPMENTS

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 Real Estate Trends Conference
Henrico Sports & Events
Center October 8th, 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 28th through October 6th, 2026. Shipments will be charged an additional delivery fee if after October 6th. 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 TO SHOW SITE
VENUE WILL NOT ACCEPT ANY DIRECT SHIPMENTS***

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



Exhibiting Company Name _____

Must arrive between September 28 – October 6, 2026

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

ADVANCE WAREHOUSE

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OUT BOUND SHIPPING

PLEASE READ IMPORTANT INFORMATION BELOW REGARDING OUTBOUND SHIPPING

FedEx or UPS - Packages shipping out must have a new pre-printed label attached to each item. Items must be packed and ready to ship with label. Out bound service is included with in bound material handling fees. Those who have not paid in bound material handling cost will be charged for outbound service. Contact service desk for help or questions.

LTL Outgoing Freight – Please arrange with carrier of your choice to pick up your freight. Freight must be picked up by 4 pm on Thursday 10/8/26. Complete BOL or shipping labels that pertain to your carrier's specifications must accompany each shipment. All BOLs must be turned into the Premier Exhibit service booth prior to departure.

Please see the Premier Exhibit service desk to complete a bill of lading or turn in a completed bill of lading.

Do not leave bill 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.

All materials **MUST** contain a shipping address for your next destination to prevent shipment separation.

When shipping to different destinations, a separate bill of lading is required for each destination.

All outbound shipments should be addressed/labeled as follows:

FROM:	SHIPPER NAME:	Your Company Name
	SHOW NAME:	VCU Real Estate Trends Conf
	FACILITY:	Henrico Sports & Events Center
	ADDRESS:	1 Allstar Blvd
	CITY, STATE, ZIP:	Glen Allen, VA 23059

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. **YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!**

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED
FROM the Henrico Sports & Events Center
BY 4:00 pm Thursday October 8th, 2026**

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