



**Show Dates:**  
**September 10-12, 2025**

**GO BACK TO TABLE  
OF CONTENTS ←**

## Material Handling Authorization

**(This Form Must Be Signed and Returned with the Shipping Instructions)**

**Please complete the following information:**

We plan to ship to:  Advance Warehouse  Direct to Show Site  
 We plan to ship on (date):   
 Our material should arrive on (date):   
 Carrier name:  Pro#:   
 Origin shipment (City, state):   
 Please provide a contact name and number for any questions  
 EXPO may have in regards to this shipment.  
 Name:  Phone:

**Please indicate number of pieces and the estimated weight**

# of pieces	Description	Weight
	Crates	
	Cartons	
	Fiber Cases	
	Carpet/Padding	
	Skids/Pallets	
	Miscellaneous	

**Total weight:**

**100 pound minimum charge per shipment**

### Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.90 per pound	Direct Shipment	\$1.90 per pound
<b>Advance Shipping Address:</b> EXPO Convention Contractors, Inc. 15959 NW 15th Avenue Miami, Florida 33169		<b>Direct Shipping Address:</b> Expo Convention Contractors, Inc. c/o Miami Beach Convention Center 1901 Convention Center Drive, Hall A-C Miami Beach, FL 33139	
<b>Deadline Date is:</b> August 29, 2025		<b>Will not be accepted prior to:</b> September 7, 2025	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:  
 Unloading crated material.  
 Storing at EXPO CCI's warehouse for up to 30 days.  
 Unloading materials and delivery to your booth  
 Removing of empty shipping containers from your booth, storing during show,  
 returning at close of show.  
 Reloading materials onto outbound transportation.

Direct Shipment Rates Include:  
 Unloading materials when received and delivery to your booth  
 Removing of empty shipping containers from your booth, storing during show,  
 returning at close of show.  
 Reloading materials onto outbound transportation.

**Small Package Fee  
(per shipment 1 - 50 pounds) - \$175.00**

**EXPO CCI Warehouse Hours are  
Monday through Friday; 8:30am to 3:30pm.  
Holidays excluded.**

**Additional Surcharges based on inbound weight:**  
 Warehouse shipment Delivered after the deadline date. Add 25% to above rates.  
 Show Site Shipment Delivered Off Target, not on exhibitor set-up day.  
 Add 25% to above rates.

For credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the showsite.  
 EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO Convention Contractors' Exhibitor Service department.

**Please complete the following and return to EXPO along with the Shipping Instructions form:**

Company Name:  Booth #   
 Contact Name:  Email:   
 Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Term and Conditions, signed and returned to expo. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

**NEED  
A CUSTOM  
BOOTH?**

[click here](#)

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

15959 NW 15th Avenue,  
Miami, Florida 33169

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



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**GO BACK TO TABLE  
OF CONTENTS** ←

Discount deadline:  
August 29, 2025

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## ADVANCED DRAYAGE & STORAGE

**ADVANCED SHIPMENTS ARRIVING ON OR BEFORE AUGUST 29, 2025**

**TYPE OF SHIPMENT: ADVANCED - ARRIVING ON OR BEFORE AUGUST 29, 2025**

Advance Shipment	For arrival in Miami on or Before August 29, 2025
Deadline for Submitting this Reservation Form	7 days prior to arrival of shipment. No later than August 29, 2025
Drayage	<p>\$1.90 per pound includes: Unloading material; 30 days of storage at the Expo warehouse one-time delivery to booth; removal of empty storage containers from your booth; and return of empty crates if needed at end of show; reloading materials onto outbound transportation.</p> <p>Example: 51 lbs. - 100lbs. = \$190.00 150lbs. = \$285.00 201lbs. = \$281.90 400lbs. = \$760.00</p>
On-Site Storage During Show	\$143.50 per skid, 4'w x 4'l x 4'h
Delivery Charges to Booth	<p>\$38.50 per delivery between 10:00am and 4:30pm \$76.00 per delivery after 4:30pm</p>
Label and Consign as Follows	<p>Your Company Name Your Booth Number Americas Food &amp; Beverage Show Expo Convention Contractors, Inc. 15959 NW 15th Avenue Miami, FL 33169-5607</p>

**Reservation Form:** (Please keep a copy for your records)

*DO NOT ship refrigerated or frozen product to the advance warehouse.*

**TYPY OF GOODS:**    DRY   

Drayage:  lbs. at \$1.90 per pound (100lb minimum charge)

Storage:  # of skids @ \$143.50 per skid, 4'w x 4'l x 4'h

Piece Count  exact number of boxes (needed for storage inventory)

Company name:  Booth #:

Address:

Telephone No:  Country:  Fax:

City:  State:  Zip code:

**Completed Payment Policy Form must accompany this form in order to process your order.**

**Important Notes:**

- A Credit Card is required for all shipments.
- A 25% surcharge will be assessed if shipment arrives after August 29, 2025
- Loose, uncrated, or improperly packaged materials will be assessed a 50% surcharge.
- Full payment is due before Materials will be Delivered to your Booth.
- To schedule deliveries during the show, please go to the Expo Service Desk in the service area.

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax to 305-751-1298

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**GO BACK TO TABLE  
OF CONTENTS** ←

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## DIRECT DRAYAGE & STORAGE

### DIRECT SHIPMENTS TO THE CONVENTION CENTER

Direct Shipment	For arrival on September 7, 2025
Deadline for Returning this Reservation Form	August 29, 2025
Drayage	<p>\$1.90 per pound (100lb minimum) Includes: Unloading material; one-time delivery to booth; removal of empty storage containers from your booth; and return of empty crates if needed at end of show; reloading materials onto outbound transportation.</p> <p>Example: 51 lbs. - 100lbs. = \$190.00 150lbs. = \$285.00 201lbs. = \$281.90 400lbs. = \$760.00</p>
On-Site Storage During Show	\$143.50 per skid, 4'w x 4'l x 4'h
Delivery Charges to Booth	<p>\$38.50 per delivery between 10:00am and 4:30pm \$76.00 per delivery after 4:30pm</p>
Label and Consign as Follows	<p>Your Company Name Your Booth Number Americas Food &amp; Beverage Show Expo Convention Contractors, Inc. c/o Miami Beach Convention Center 1901 Convention Center Drive, Hall A-C Miami Beach, FL 33139</p>

**Reservation Form:** (Please keep a copy for your records)

**TYPY OF GOODS:**    DRY     Refrigerated     Frozen

Drayage:  lbs. at \$1.90 per pound (100lb minimum charge)

Storage:  # of skids @ \$143.50 per skid, 4'w x 4'l x 4'h

Piece Count:  exact number of boxes (needed for storage inventory)

Company name:     Booth #:

Address:

Telephone No:     Country:     Fax:

City:     State:     Zip code:

**Completed Payment Policy Form must accompany this form in order to process your order.**

**Important Notes:**

- A Credit Card is required for all shipments.
- Loose, uncrated, or improperly packaged materials will be assessed a 50% surcharge.
- Full payment is due before the close of the show.
- To schedule deliveries during the show, please go to the Expo Service Desk in the service area.

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax to 305-751-1298

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