



## Shipping/Receiving Information

### INCOMING SHIPMENTS

#### **SHIPPING TO PALM BEACH COUNTY CONVENTION CENTER**

**TARGET YOUR SHIPMENTS TO ARRIVE AT THE  
PALM BEACH COUNTY CONVENTION CENTER**

**on or after**

**THURSDAY, OCTOBER 24, 2024**

#### **CONVENTION CENTER SHIPPING ADDRESS**

**TRENDZ Show  
Your Name (and Booth # if Available)  
Palm Beach County Convention Center  
650 Okeechobee Blvd.  
West Palm Beach, FL 33401**

**If you plan for your shipment to arrive BEFORE THURSDAY, OCTOBER 24, 2024  
please contact and make arrangements for their receipt with**

**Delivery and Warehousing Solutions  
1601 Hill Ave Ste D  
West Palm Beach, FL 33407  
Ph 561-842-0044  
E-mail [deliveryrelocate@comcast.net](mailto:deliveryrelocate@comcast.net)**

#### **WE DISCOURAGE SHIPPING TO YOUR HOTEL**

**However, if you decide to do so, please be aware of the following:**

- Hotel must be advised at least one week in advance of your shipment.
- Packages must include 1) name of guest; 2) date of arrival; and 3) number of items.
- **Shipment can arrive no earlier than THURSDAY, OCTOBER 24, 2024.**
- Your hotel accepts no responsibility or liability for the delivery, security, or condition of package.
- Delivery of packages to the Convention Center is the guest's responsibility. Hotel is not liable for delivery.



## Shipping/Receiving Information

### **MATERIAL HANDLING FEE**

**A \$75 material handling fee will be charged to all large shipments that require a forklift or pallet jack, such as:**

- Pallets
- Crates
- Containers

This is an in-house TRENDZ fee for each pallet, crate, or container and is separate from any third party shipping, handling, or storage fee.

**The \$75 material handling fee includes the following services:**

- Receipt of inbound shipment from convention center loading dock.
- Shipment placement inside the exhibitor's booth before set up day.
- Removal and storage of empties before the start of the show.
- Return of empties back to the exhibitor's booth at the end of the show.
- Placement of outbound shipment on the loading dock for carrier pickup.

**Please note the following important details:**

- Exhibitor empties will not be released until the show closes and will be delivered in no specific order.
- Exhibitors are responsible for properly labeling empty containers, crates, and pallets with company name and booth number for storage collection before the start of the show.
- Exhibitors are responsible for packing, scheduling, labeling and preparing shipment for outbound delivery.

**The \$75 material handling fee does not apply to:**

- Standard shipments, such as parcels, letters, or packages.
- Boxes weighing less than 100 lbs.

**Material handling fee discounts:**

- **\$25** discount will be offered if shipping info is submitted by **OCTOBER 14th**. (Please see Shipping Information Submittal Form on the next page).
- **\$25** discount will be offered to exhibitors who store their own empties.
- **\$50** discount will be offered if shipping with **Delivery and Warehousing Solutions**.

**PLEASE CONTACT**  
**Delivery and Warehousing Solutions**  
**FOR THE FOLLOWING SERVICES**

Local Pickup & Delivery of Freight  
Fulfillment & Storage

**Delivery and Warehousing Solutions**

1601 Hill Ave Ste D

West Palm Beach, FL 33407

Ph 561-842-0044

E-mail [deliveryrelocate@comcast.net](mailto:deliveryrelocate@comcast.net)

Hours: Monday-Friday 8am-4pm



## Shipping/Receiving Information

### SHIPPING INFORMATION SUBMITTAL FORM

**FOR PALLET, CRATE, OR CONTAINER SHIPMENTS ONLY!**

Exhibitor name and booth number:

Number of pallets, crates, or containers being shipped:

Name of shipping company:

Date of expected arrival:

Please submit this information by  
**Monday, OCTOBER 14<sup>th</sup>**  
to receive a **\$25 discount** off your material handling fee.

Please email this form to **John Palmese at [john@trendzshow.com](mailto:john@trendzshow.com)**  
and contact John with any shipping or material handling fee questions.