



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, APRIL 25, 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, APRIL 25, 2024**
please contact and make arrangements for their receipt with

CHRISTOPHER KENNEDY
EAGLE XPRESS SHIPPING & WAREHOUSING
3365 Lake Worth Road, Units 11-13
Palm Springs, FL 33461
Ph 561-932-0700
Fax 561-932-0701
E-mail chris@goeaglexpress.com

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, APRIL 25, 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.



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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 **April 15th**. (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 **Eagle Xpress**.

PLEASE CONTACT EAGLE XPRESS FOR THE FOLLOWING SERVICES

Local Pickup & Delivery of Freight
Small Package Service
Packing Materials
Storage
Fulfillment

EAGLE XPRESS SHIPPING & WAREHOUSING ATTN: CHRISTOPHER KENNEDY

3365 Lake Worth Rd., Units 11-13 • Palm Springs, FL 33461
Ph 561-932-0700; Fax 561-932-0701
Email chris@goeaglexpress.com
Hours: Monday-Friday 9am-5pm



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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, April 15th
to receive a **\$25 discount** off your material handling fee.

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