



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

MONDAY, DECEMBER 23, 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 MONDAY, DECEMBER 23, 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**

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 MONDAY, DECEMBER 23, 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 move-in 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 **DECEMBER 20th**. (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
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
Friday, December 20th
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.