



# Material Handling/Drayage



Payment must be received by  
**March 17, 2023**  
 For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
 as specified in the Excel Decorators service kit.

FAX forms to: **317-856-1301**

Excel Decorators • P.O. Box 42345 • Indianapolis, IN • 46242 • 317-856-1300

23INDSTD092722

## ▶ ADVANCE SHIPPING (To Warehouse)

To: (Name of Exhibitor & Booth Number)

For: **M-Pact 2023**  
 C/O: Excel Decorators, Inc.  
 3748 S. Kentucky Ave.  
 Indianapolis, In 46221

## ▶ DIRECT TO SHOWSITE SHIPPING

To: (Name of Exhibitor & Booth Number)

For: **M-Pact 2023**  
 C/O: Excel Desk/ IN Conv. Center  
 Halls A-E / 100 S. Capitol Ave.  
 Indianapolis, Indiana 46225

! Advance Shipments may be shipped up to 30 Days in advance,  
 but **MUST** be received by 4:00pm on Friday, March 31, 2023

! Direct Shipments **WILL BE REFUSED** prior to Excel's Move-In  
 and **CANNOT** arrive prior to 8:00am on Monday, April 3, 2023

## ▶ INBOUND SHIPMENTS (Minimum 200lbs. Per Shipment)

# Pieces	Total Lbs.	Carrier	Ship Date	EST. Arrival Date	Materials are . . .	Shipping to . . .	CWT(min 2)	X Rate*	= EST. TOTAL
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			

\* Shipping Information and Rates may be found on the previous page.

## ▶ OUTBOUND SHIPPING INFORMATION (At Close of Show)

Ship To \_\_\_\_\_ Attention \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

This is NOT a Bill of Lading, Please fill out a Standard Bill of Lading for outbound shipments and return a copy to Excel Service Desk.

## ▶ OUTBOUND MATERIAL DESCRIPTION

\_\_\_\_\_ # Crates                      \_\_\_\_\_ # Skids  
 \_\_\_\_\_ # Display Cases        \_\_\_\_\_ # Carpets  
 \_\_\_\_\_ # Cartons                    \_\_\_\_\_ # Other \_\_\_\_\_

Total Number of Pieces In Your Shipment \_\_\_\_\_

Notes: \_\_\_\_\_

## ▶ SELECT OUTBOUND CARRIER

Designated GROUND Carrier - ABF Freight System, Inc.  
 Designated AIR Carrier - Airgroup  
 Other Ground Carrier \*\* \_\_\_\_\_  
 Other Air Carrier \*\* \_\_\_\_\_  
 Other Van Line \*\* \_\_\_\_\_

! **\*\* NOTE:** Designated Ground and Air carriers are listed in the "SELECT OUTBOUND CARRIER" section above. If using other carriers:  
**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CALL THEIR CARRIER AND ARRANGE FOR PICKUP WITHIN THE ALLOTTED MOVE-OUT TIME.**  
 Excel will load out shipment when your carrier arrives. EXCEL CANNOT BE RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR.  
 (See limit of liability outlined in Material Handling Rates) All shipments will be sent COLLECT unless specific instructions are included.  
 Excel Decorators, Inc. Is not responsible for freight charges.

\*\* Outbound UPS, FED EX and DHL Must have completed Air Bills with senders Account Number. Exhibitor is Responsible for Scheduling Pick-Up. \*\*

## ▶ THIRD PARTY BILLING

Company Name \_\_\_\_\_ Billing Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
 Payment Guaranteed By (PRINT) \_\_\_\_\_ Guarantor Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE  
 \$ \_\_\_\_\_  
**TOTAL**

Name of EVENT/SHOW **M-Pact 2023** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
 FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
 BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)

# ADVANCE SHIPPING LABELS

**ADVANCE TO WAREHOUSE:** Use the shipping labels below for shipments to be received IN ADVANCE at our Warehouse address. Please note the Advance Shipping Deadline on the labels. Shipments to arrive after this date must use DIRECT TO SHOWSITE shipping.

**ADVANCE  
TO WAREHOUSE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **M-Pact 2023**

*C/O:* **Excel Decorators, Inc.  
3748 S. Kentucky Ave.  
Indianapolis, In 46221**

Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST** be received by 4:00pm on Friday, March 31, 2023



**ADVANCE  
TO WAREHOUSE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **M-Pact 2023**

*C/O:* **Excel Decorators, Inc.  
3748 S. Kentucky Ave.  
Indianapolis, In 46221**

Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST** be received by 4:00pm on Friday, March 31, 2023



**HANGING SIGN:** Hanging signs or other structure (truss, etc.) that has been approved to hang from the ceiling, may be sent to the ADVANCE SHIPPING warehouse address. Hanging items must be identified and readily available, so they may be installed before the show floor becomes encumbered by freight. *Please use the label below so that we may identify Hanging Signs at our WAREHOUSE.*

**HANGING SIGN  
ADVANCE TO WAREHOUSE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **M-Pact 2023**

*C/O:* **Excel Decorators, Inc.  
3748 S. Kentucky Ave.  
Indianapolis, In 46221**

Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST** be received by 4:00pm on Friday, March 31, 2023



# SHOWSITE SHIPPING LABELS

**DIRECT TO SHOWSITE:** Use the shipping labels below for shipments to be received AT THE SHOWSITE address. Please note that Showsite Shipments CANNOT arrive earlier than the time stated on the labels as THEY WILL BE REFUSED by the facility.

**DIRECT  
TO SHOWSITE**

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **M-Pact 2023**

*C/O:* **Excel Desk/ IN Conv. Center  
Halls A-E / 100 S. Capitol Ave.  
Indianapolis, Indiana 46225**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 8:00am on Monday, April 3, 2023**



**DIRECT  
TO SHOWSITE**

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **M-Pact 2023**

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and **CANNOT arrive prior to 8:00am on Monday, April 3, 2023**



**HANGING SIGN:** Hanging signs or other structures (truss, etc.) that have been approved to hang from the ceiling, may be sent DIRECTLY TO SHOWSITE. Hanging items must be identified and readily available, so they may be installed before the show floor becomes encumbered by freight. *Please use the label below so that we may identify Hanging Signs at the SHOWSITE.*

**HANGING SIGN  
DIRECT TO SHOWSITE**

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **M-Pact 2023**

*C/O:* **Excel Desk/ IN Conv. Center  
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