



**Adaptive's Party Line**

**10 Hollywood Blvd. S W  
Fort Walton Beach, FL 32548  
850-796-0400  
850-796-0402 fax**

**Pipe & Drape Packet**

**Each booth includes:**

- 1 - 6' Table, Covered and Skirted**
- 2 - Folding Chairs**

**Name of Show:** \_\_\_\_\_

**Date of Show:** \_\_\_\_\_

**Location of Show:** \_\_\_\_\_

**Beginning Show Time:** \_\_\_\_\_

**Ending Show Time:** \_\_\_\_\_

**Date and Time of Vendor Setup:** \_\_\_\_\_

**Please Ship Materials To:**

**ADAPTIVE'S PARTY LINE  
10 HOLLYWOOD BLVD. S.W.  
FORT WALTON BEACH, FL 32548  
(850) 796-0400  
Fax (850) 796-0402**

**INCOMING FREIGHT PACKET**

**Includes:**

- **Storage of your display materials.**
- **Delivery of your display materials to booth.**

**ALL DISPLAY MATERIALS MUST BE DELIVERED TO ADAPTIVE'S PARTY LINE NO LATER THAN 3 DAYS PRIOR TO SHOW. PLEASE DO NOT SHIP YOUR DISPLAY MATERIALS DIRECTLY TO SHOW LOCATION FOR THEY DO NOT HAVE THE CAPABILITY TO STORE MATERIALS FOR YOU. BE SURE EACH BOX IS CLEARLY MARKED WITH THE NAME OF SHOW, YOUR BOOTH NUMBER AND COMPANY NAME.**

- **Incoming freight fees are \$25.00 for every 100 pounds.**
- **There is a minimum charge of \$50.00**
- **Any box with an excess weight of more than 100 pounds will incur additional charges.**
- **The fees listed above are for Incoming Freight Only additional shipping and handling charges do apply.**
- **If your shipment arrives after the scheduled show date, additional charges may be assessed.**
- **Materials WILL NOT be delivered to your booth if they are not properly labeled with your company information.**

**\*\*\*PLEASE BE SURE TO FILL OUT ALL FORMS COMPLETELY AND RETURN TO US PRIOR TO SHOW DATE.\*\*\***

**INCOMING FREIGHT FORM**

**ANY AND ALL INCOMING FREIGHT MUST BE PREPAID!**

Show Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Show Date: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Person Attending Show: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Boxes Shipped: \_\_\_\_\_ Weight: \_\_\_\_\_

Is Reshipment Required After Show: Yes \_\_\_\_\_ No \_\_\_\_\_

**PAYMENT METHOD**

Visa \_\_\_\_\_ MC \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

## **OUTGOING FREIGHT PACKET**

- **Outgoing freight fees are \$25.00 for every 100 pounds.**
- **Any box with an excess weight of more than 100 pounds will incur an additional charge.**
  
- **ALL BOXES MUST BE PROPERLY LABELED, SEALED AND FULLY READY FOR PICKUP.**
  
- **IF ALL BOXES ARE NOT READY FOR PICKUP, ADDITIONAL CHARGES WILL BE ASSESSED.**

**\*\*\*PLEASE PROVIDE US WITH YOUR ACCOUNT INFORMATION, IF YOU HAVE A PREFERRED SHIPPING COMPANY SUCH AS UPS, FED EX, ETC.\*\*\***

**\*\*\*IF THIS INFORMATION IS NOT PROVIDED WE WILL HAVE NO ALTERNATIVE BUT TO USE THE SHIPPING COMPANY OF OUR CHOICE.\*\*\***

**\*\*\*PLEASE BE AWARE THAT YOUR CREDIT CARD WILL BE CHARGED ACCORDINGLY.\*\*\***

**OUTGOING FREIGHT FORM**

**ANY AND ALL OUTGOING FREIGHT MUST BE PREPAID!**

Show Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Show Date: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Destination Arrival Date: \_\_\_\_\_

**PAYMENT METHOD**

Visa \_\_\_\_\_ MC \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_