

JUNE 16-20, 2019

Sawgrass Marriott Resort, Ponte Vedra Beach, FL



51ST RICA ANNUAL CONFERENCE

SERVICES PROVIDED BY:



MATERIAL HANDLING/DRAYAGE INFORMATION & RATES

SHIPPING & HANDLING INFORMATION

The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (also called Drayage). This service can be provided by Mugwump Productions with completion of the pre-order form and for additional rate(s).

HOW & WHERE TO SHIP SHOW PACKAGES

All shipments must arrive Monday through Friday between 8:30AM-5:30PM and must arrive by THURSDAY, JUNE 13. Any crates that arrive after Thursday, June 13 are considered LATE ARRIVAL and will not be able to be accepted.

Shipments should be shipped to:

Mugwump Productions
Attn: Mark Elliott
3636 Beachwood Court
Jacksonville, FL 32224

Please ensure all packages are clearly marked with the following information:

- RICA 2019_TRADESHOW
- Exhibiting company name & representative contact information
- Booth Number

All shipments and handling fees **MUST BE FULLY PAID FOR IN ADVANCE WITH A CREDIT CARD** before Mugwump Productions can receive the shipments. All shipments through common carriers must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. All return labels must be provided.

Receiving Rates (inbound only)	Selection	Special Handling Rates	Selection
Letters - \$3.00		Delivery Fee: \$75.00	
1-10 lbs - \$6.00		Haul Away Fee: \$25.00 *Items must be packed and ready to be hauled away by 4:00PM on Wednesday, June 19. Any items not ready to be hauled cannot be guaranteed to be handled by Mugwump Productions and will incur a late fee.	
11-20 lbs - \$12.00		Return Shipment Fee: \$25.00 *A prepaid return shipment label must be included in the original shipment	
21-45 lbs - \$24.00		Loose or Uncrated Shipment Charge: \$TBD	
46-70 lbs - \$36.00		Special Handling Charge: \$TBD	
71-100 lbs - \$48.00		Improper Delivery Receipts Charge: \$TBD	
101-150 lbs - \$82.00		Setup Charge: \$45.00/hour / After Hours \$50.00 / Late Nights and Weekends \$55.00/person, (2) hour minimum Please contact Mark at melliott@ssav.net for setup charge	
Crates/Pallets/Cases up to 500 lbs - \$157.00		Packaging up your booth will be charged at standard labor rate, plus supplies	
Crates/Pallets/Cases over 500 lbs - \$0.40/lb		All late packages will receive a 25% surcharge, going and coming	
Total:		Total:	
		Drayage Total:	

AUDIO VISUAL EQUIPMENT RENTAL ORDER FORM

Mugwump Productions is a full-service audio-visual production company who is able to provide additional services for your booth. Please complete the following form if you would like to add any additional items to your booth order.

Company: _____ Ordered by: _____
 Address: _____ Signature: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 E-mail: _____

Booth No.: _____ Delivery Date: _____ Time: _____
 Name of Exhibition: _____ Pick Up Date: _____ Time: _____
 Site Contact Person: _____

MUGWUMP PRODUCTIONS IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF EQUIPMENT AFTER DELIVERY TO CUSTOMER. PLEASE FILL OUT AND RETURN FOR PRICE QUOTE.

Quantity	Equipment	Daily Rental	Extension
	Audio Equipment		
	Powered Speaker	125.00	
	Wired Microphone	35.00	
	Computer Audio Cable	15.00	
	Video Equipment		
	32" Montior	175.00	
	47" Monitor	400.00	
	55" Monitor	500.00	
	60" Monitor	650.00	
	70" Monitor	850.00	
	<i>Call for alt monitor sizes or projection screens *Extra fee for floor stands - \$125</i>		
	Laptop	\$125.00	
	Accessories		
	Extra 6' Table	10.00	
	Easel	15.00	
	Director's Chairs	20.00	
	Extension Cords, or Power Strips	10.00	
	Highboy Table with Choice of Color Solid Linen	40.00	

Any questions relating to Setup Labor Pricing should be directed to:

Mark Elliott, Project Manager
 melliott@ssav.net
 Office: 904-398-9971, ext. 257
 Cell: 904-591-9858

TOTAL EQUIPMENT DAILY RATE _____

DAYS NEEDED _____

TOTAL EQUIPMENT _____

NOTE: ADDITIONAL CHARGES _____

(Call for set up cost)

SUB TOTAL _____

6.5% SALES TAX _____

TOTAL AMOUNT DUE _____

CREDIT CARD AUTHORIZATION FORM

All payments made to Mugwump Productions | Please provide a photocopy of credit card with driver's license

Type of Credit Card: Visa MasterCard American Express Discover

Cardholder's Name: _____

Credit Card Account#: _____

Expiration Date: _____ V-Code _____

Cardholder's Phone#: _____ E-Mail Address: _____

Cardholder's Address (Please list address where credit card bill is sent):

Event Name: _____ Date of Function: _____

I authorize Mugwump Productions to charge my credit card in the amount of: \$ _____ plus 3.0% if over \$1,000. I, _____, certify the above information to be true & correct to the best of my knowledge and as the cardholder (or authorized user of the card), I am authorizing the above amount to be charged to my account for services rendered by Mugwump Productions.

Print Name

Date

Signature

<p>Any questions relating to MANAGING the shipment(s) should be directed to:</p>	<p>Any questions relating to PAYMENT for the shipment(s), should be directed to:</p>
<p>Mark Elliott, Project Manager melliott@ssav.net Office: 904-398-9971, ext. 257 Cell: 904-591-9858</p>	<p>Karen Davis, Accounts Receivable kadavis@ssav.net Office: 904-645-7880, ext. 110 Direct: 904-361-3314</p>