



CLARK SERVICES

Audio-Visual & Exhibit, Inc.

P.O Box 91265

Lafayette, LA 70509

Phone: 337-234-5653

FAX: 337-232-0243

E-mail: sales@clark-services.com

New Cardiovascular Horizons (NCVH 2025)

Cajundome Convention Center

Lafayette, LA

September 20, 2025

Enclosed are the information and order form for Drayage services we offer. Please review each of the forms, fill out the services you require and mail or fax your orders with payment or credit card authorization.

Drayage

Clark Services can receive and deliver freight to the exhibit site as described on the enclosed form. Please notify us that freight is being shipped. *Freight should arrive at our warehouse no later than Wednesday, September 17, 2025.*

Payment Policy

Please add one-time charge per vendor order of \$45 for Deliver/Pick.

We accept cash, checks, VISA, Master Card & American Express



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DRAYAGE RATES AND INFORMATION

PLEASE DO NOT SHIP MATERIAL TO THE EXHIBIT SITE.
THERE ARE NO FACILITIES FOR RECEIVING AND STORING PRIOR TO MOVE-IN DATE.

While we exercise all reasonable care as freight handlers, we regret we cannot be responsible for damage or loss of your equipment and/or display. For your protection, all shipments should be insured.

Clark Services will provide the following services:

1. Receive and store shipments. Two weeks free storage allowed.
2. Handling into exhibit site.
3. Removal and return of empty crates to and from booths.
4. Provide clerical assistance in preparing bills of lading for outbound truck shipments.
5. *You must arrange for outbound truck shipments from show site. All outbound truck freight must ship from show site. Please inform your specific carrier.
6. Please remember to send prepaid UPS/FedEx labels

***EXHIBITOR MUST LABEL OUTBOUND SHIPMENTS AND SUBMIT
COMPLETED BILLS OF LADING TO DRAYAGE SERVICE DESK!!
LABELS AND BILLS OF LADING AVAILABLE AT SERVICE DESK.**

HANDLING RATES

DRAYAGE SHIPPED TO CLARK SERVICES WAREHOUSE OR OFF-SITE DESTINATION

*\$28.00 per cwt or fraction thereof with a minimum charge of \$56.00. These rates are based on total weight of merchandise received and are **PER SHIPMENT**. Add 50% to quoted rates for uncrated and van shipments.

*Any freight not delivered to our warehouse at least **THREE DAYS** prior to show opening, or freight that requires special handling and/or handling to the exhibit site, will be charged a \$30.00 minimum per man, in addition to regular drayage cost.

DRAYAGE DELIVERED TO SHOW SITE

*Drayage delivered to show site and handled by Clark Services (off-load truck, deliver to booth, and return to truck at close of show) will be handled at a cost of \$28.00 per cwt.

ADDITIONAL INFORMATION

*Outbound Truck Freight will ship from show site. Please advise your specific carrier.

*In order to expedite removal of materials from exhibit area, we reserve the right to change designated carriers without notice to exhibitor.

*We cannot be held responsible for shipments left in booth by exhibitor if they have not made previous arrangements with Clark Services personnel to handle exhibit.

*Exhibits and material not removed from exhibit hall on removal day will be transported to our warehouse at a reasonable rate to await disposition.

*Retain this sheet for your files and/or information. Please advise us that freight is being shipped. Carrier and Pro # will aid in tracking your freight.



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DRAYAGE ORDER FORM

NO COLLECT SHIPMENTS WILL BE ACCEPTED

SHIPPING INSTRUCTIONS TO CLARK SERVICES

* All shipments should be made on straight bills of lading and be addressed identically to labels on exhibit material.

* Labels should read:

Your Company Name
C/O Clark Services
113 Board Road
Lafayette, LA 70508

Show Name: _____

Booth Number: _____ (If available)

TRACKING INFORMATION (PLEASE FILL OUT THE FOLLOWING)

Pieces being shipped _____

Carrier _____

Approximate Weight _____

Company Contact _____

Phone # _____

Shipping Date _____

DRAYAGE CHARGES

<i>WEIGHT</i>	<i>RATE</i>	<i>CHARGES</i>
___ Up to 200 LBS	\$ 56.00 MIN. (151)	_____
___ ADDL 100 LBS	\$ 28.00 Each (or Fraction)	_____

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW

Ship To: _____ Attention: _____

Address: _____
Street City State Zip

Name of Show: _____ Booth No.: _____ Required Arrival: _____

PLEASE NOTE: EXHIBITOR IS RESPONSIBLE FOR DRAYAGE CHARGES – WE DO NOT BILL YOUR SUPPLIER FOR DRAYAGE.

TO ORDER SERVICES FILL OUT AND RETURN THIS FORM TO CLARK SERVICES

Company: _____ Date: _____

Address: _____
Street City State Zip

Auth. Signature: _____

Phone: (____) _____ Fax # (____) _____

Email: _____

Name of Show: *NCVH 09-2025 Drayage Package* Booth _____