



Inbound Shipping Information:

- Packages (Boxes, Crates, Pallets, Etc.) must not arrive any more than 10 business days prior to the event date.
- To ensure proper delivery of packages, please number each package (For example: Box 1 of 3, Box 2 of 3, Box 3 of 3.) This way we will know when incomplete shipments are received
- **Please address all packages as follows:**

Wave AVP
27200 Perdido Beach Blvd.
Orange Beach, AL 36561
ATTN: Exhibitor Company Name
Trade Show/ Conference Name

Outbound Shipping Information:

- All packages should have a label attached or provided a FedEx account number along with the outbound address.
- All items that are packed and ready to ship should remain in your booth and a representative of Wave AVP will pick them up and deliver to FedEx and/or UPS
- Packages do not need to have a pickup scheduled. We will take all packages with labels to be delivered. Freight/Pallets **do** require a scheduled pick-up and bill of lading.

2021 DRAYAGE CHARGES:

There is a fee associated with the receipt, secured storage, delivery to booth, and/or outbound shipment of packages within the hotel. This charge includes no more than 10 business days of storage prior to event date, delivery to Exhibitor's booth or meeting space, and outbound delivery assistance. When applicable, this fee will also include loading packages onto outbound carriers for crate and pallets.

Shipping & Material Handling for Inbound & Outbound	Weight	Rate
Packages	Up to 25 lbs	\$ 15.00
Packages	26-50 lbs	\$ 25.00
Packages	51-75 lbs	\$ 35.00
Packages	76-100 lbs	\$ 45.00
Packages	Over 100 lbs	\$ 55.00
Crates & Pallets	Up to 200 lbs	\$ 100.00
Crates & Pallets	201-400 lbs	\$ 250.00
Crates & Pallets	401-750 lbs	\$ 400.00
Crates & Pallets	750- 1,000 lbs	\$ 600.00
Crates & Pallets	Over 1,000 lbs.	By Quote
Palette shrink wrap or metal binding (per palette)		\$ 15.00

Tradeshow Contact:

Wave AVP

Sales@Waveavp.com

Direct Line: 251 - 968 - 9283

Please email Exhibitor Forms to Sales@Waveavp.com for all material handling and audio visual needs.

Any additional needs may be requested by emailing Sales@Waveavp.com directly



Exhibitor Order Form



Perdido Beach Resort
 27200 Perdido Beach Blvd.
 Phone: (251)986-WAVE (9283) Fax: (888)515-6815
 Email: sales@waveavp.com

CUSTOMER INFORMATION	
Event Name: _____	Booth Number: _____
Company: _____	On-site Contact: _____
Address: _____	On-site Cell: _____
City: _____	State & Zip: _____
Ordered By: _____	Email: _____

Will you be shipping materials to and from the resort?

Shipping materials: inbound and outbound	Incoming Total	Outgoing Total	Weight	Rate	Total (incoming total + outgoing total)
Packages			up to 25 lbs	\$15.00	
Packages			26-50 lbs	\$25.00	
Packages			51-75 lbs	\$35.00	
Packages			76-100 lbs	\$55.00	
Freight & Pallets			Up to 200 lbs	\$100.00	
Freight & Pallets			201-400 lbs	\$250.00	
Freight & Pallets			401-750 lbs	\$400.00	
Freight & Pallets			750-1,000 lbs	\$500.00	
Freight & Pallets			Over 1,000 lbs	By Quote	
Palette Shrink Wrap or metal binding (per palette)				\$15.00	
Subtotal					

SHIPPING LABELS:

Please address all shipments using the following format:

Wave AVP

37200 Perdido Beach Blvd.

Orange Beach, AL 36561

ATTN: Your Exhibitor Company Name
 Conference Name/ Trade Show Name

As a friendly reminder packages can not be delivered until billing is complete. Please return a completed order form, prior to shipments arriving onsite.

Electrical & Internet Services - charges are for the duration of the event	Quantity	Rate	Total
Power (20A - 115v Circuit - (Shared)		\$55.00	
Power (20A - 115v Circuit - (Shared) added on site service fee		\$65.00	
Wireless Internet Service		\$60.00	
Wireless Internet Service added on site service fee		\$70.00	
Bundle: Power & Wireless Internet		\$100.00	
Additional Connections - Wireless Internet Service		\$30.00	
Wired Internet Service (wired into wall)		\$175.00	
Wired Internet Service (wired into wall) added on site		\$185.00	
Power strip - 6 way		\$25.00	
Extension cord 25"		\$25.00	
*Additional Fee of \$10 added to Power or Wireless Internet Service purchase on site			
Subtotal			

Laptop - Touchscreen (Core i5, 8GB, SSD)		\$125.00	
24" LCD Monitor		\$80.00	
55" LED Monitor		\$140.00	
70" LED Monitor		\$285.00	
80" LED Monitor		\$305.00	
Subtotal			

Audio - per day fee	Quantity	Days	Rate
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Wired Microphone - handheld				\$40.00	
Wireless Microphone - Handheld or Lapel				\$95.00	
Audio Mixer - 4 Channel				\$40.00	
Exhibit Sound System: 2 Speakers & 2 Stands (up to 50 ppl)				\$125.00	
				Subtotal	
Furniture - per day fee					
	Quantity	Days		Rate	
Table - Counter Top (Height 6"x30"x42") with blue table cover				\$40.00	
Additional Exhibitor Chair				\$10.00	
Table - Regular Height with blue table cover				\$40.00	
Table - Round Tall Cocktail 42"				\$40.00	
Table - 72"x30"x30" with blue table cover				\$40.00	
Mobile Laptop Stand				\$35.00	
Stool				\$15.00	
Easel				\$15.00	
Wastebasket (extra)				\$5.00	
				Subtotal	
Exhibit Enhancements - per day fee					
	Quantity	Days		Rate	
2 - LED Wireless Uplighting				\$50.00	
Banner Suspension under 10'				\$35.00	
Booth Cleaning (vacuum, clean, & dust)				\$10.00	
Exhibit Install and Dismantle				By Quote	
				Subtotal	
Meeting Supplies - per day fee					
	Quantity	Days		Rate	
Flipchart Pack: Easel & 4 Color Markers				\$55.00	
Wireless Presentation Remote and Laser				\$25.00	
Special Requests				By Quote	
				Subtotal	
Booth Treats - per day fee (these treats are irresistible)					
	Quantity	Days		Rate	
Assorted Donuts (12)				\$32.00	
Assorted Muffins (12)				\$33.00	
Assorted Cookies (12)				\$33.00	
Blondies and Brownies (12)				\$30.00	
Coffee Thermos - 8 cups				\$12.00	

Please include the day and time that you would like your treats delivered to your booth. Day: _____ Time: _____ **Subtotal**

TERMS AND CONDITIONS

Wave is not responsible for any service interruption due to utility company failure, permanent power distribution failure, vandalism, faulty equipment or overloads.

TAX EXEMPTION: Alabama state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Alabama BEFORE any sales taxes are exempted.

CANCELLATIONS: 7-day notice must be given to avoid a 50% charge of order total. Any cancellations within 72 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price

Subtotal (add all subtotals above)	
23% Service Charge	
Subtotal (add all subtotals above)	
13% Occupancy Tax	
TOTAL DUE	

METHOD OF PAYMENT



Please Check One

Cardholder's Name (as it appears on card)

Billing Address:

Card Number

City

Expiration Date CVV#

State Zip Code

Cardholders signature*

Phone Number

***We will with this authorization charge your credit card for the full amount of the advance order and any additional amounts incurred as a result of all show site changes made by your representatives.**

Visa
 Master Card
 Amex
 Discover
 Check

Freight Forwarding Information

Ship to: Company Name _____

Name _____

Address _____

City _____

State _____ Zip Code _____

Email Address _____



Account Number: _____

Service Type: _____

Please Provide a Prepaid Label for UPS shipments.

\$ _____ Other Provide Bill of Lading: