



IRVING CONVENTION CENTER  
AT LAS COLINAS

## ICC & SES Shipping and Receiving Information

Material handling is the process of receiving your material, during move-in; delivering them to your booth; removing empty containers for storage during the show (when applicable); returning the empty containers to your booth after the show; delivering your materials back to the dock and loading for your outbound shipping. Charges will apply.

Please address all packages as indicated below:

**Irving Convention Center**

**Recipient's Name**

**Recipient's Phone Number**

**500 W Las Colinas Blvd.**

**Irving, TX 75039**

**Phone: 972.401.7702**

In addition, please include this information on the package:  
**Event Name & Date(s)**

If packages and/or materials are not address per requirements (shown above) packages will not be accepted. Because of the high demand of events at the ICC, packages and materials associated with your event will be accepted no more than **three** days before the event. For more information, please contact your event manager or SES representative.



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| Rate Classification   | Price Per CWT | 200 Lbs. Minimum |
|---|---------------|------------------|
| Crated or Skidded Shipment  | \$89.00       | \$178.00         |
| Special Handling  | \$104.00      | \$208.00         |
| Small Packages (Maximum weight is 35 lbs. per shipment)   |               |                  |
| First Carton  | \$48.00       |                  |
| Each Additional Carton  | \$22.00       |                  |
| A credit card MUST Be on file for all material handling, shipping inbound and/or outbound to the event. |               |                  |

### Credit Card Authorization

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

This form authorizes ICC and SES to charge your credit card account the number of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company on representative. Please complete the information requested below and return this form with your order.

|   |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
|---|--|------|--|--|--|--|------------|--|--|---------------|--|------------------|--|--|--|--|--|--|--|
| Company:  |  |      |  |  |  |  |            |  |  | Booth Number: |  |                  |  |  |  |  |  |  |  |
| Cardholder Name:  |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| Credit Card #:  |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| Expiration Date (mm / yyyy):  |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| Card Type:  |  | Visa |  |  |  |  | MasterCard |  |  |               |  | American Express |  |  |  |  |  |  |  |
| Billing Address:  |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| City, State, Zip:   |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| Phone Number:   |  |      |  |  |  |  |            |  |  | Fax Number:   |  |                  |  |  |  |  |  |  |  |
| E-Mail Address:   |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| Authorized Signature:   |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |
| I, _____ agree to the conditions stated in this manual and the above paragraph. |  |      |  |  |  |  |            |  |  |               |  |                  |  |  |  |  |  |  |  |

For more information, please contact your event manager or SES representative.