Helgerson
With The Image Resources Group

2900 S. Hydraulic
Wichita, KS 67216
316-943-1851
EMAIL: info@henryhelgerson.com

BOOTH #_____

Century II Convention Center
Wichita, KS

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. **SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.**
3. **All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!**
4. The rate of $68.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

ADVANCED SHIPPING WAREHOUSE ADDRESS:

To: **(NAME OF EXHIBITOR & BOOTH NUMBER)**
For: **(NAME OF SHOW C/O HENRY HELGERSON CO)**
2900 S. HYDRAULIC, WICHITA, KS 67216

ADVANCED FREIGHT TO WAREHOUSE MUST BE RECEIVED NO LATER THAN: JULY 21, 2026

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)_____TO WAREHOUSE_____TO SHOW SITE

SHIPPED VIA:_____ PRO #_____
DATE SHIPPED:_____ ESTIMATED DATE OF ARRIVAL:_____

FORK LIFT REQUIRED FOR LOADING/UNLOADING? YES:_____ NO:_____ ADD $150.00 PER EACH UNLOAD/RELOAD
 # OF CRATES:_____ # OF DISPLAY CASES:_____ # OF CARTONS:_____ # OF SKIDS:_____
TOTAL # PIECES:_____ TOTAL WEIGHT:_____ X $68.00/100 lbs. = _____TOTAL COST

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT

SHIP TO: _____FREIGHT COMPANY:_____

ATTENTION:_____
ADDRESS:_____
CITY/STATE/ZIP:_____

Surcharges may apply for multiple item shipments. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freight left on the show floor. **ALL FREIGHT CHARGES WILL BE PAID BY THE VENDOR.**

HENRY HELGERSON WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES AND WILL NOT ACCEPT COD FREIGHT

Credit card fees will be applied to all invoices. If the invoice is paid with a check or an electronic bank transfer, the fee will be deducted from the invoice total.

NAME OF CARDHOLDER: _____ EXPIRATION DATE: _____ SECURITY CODE: _____

CARD NUMBER: _____ SUBTOTAL FREIGHT CHARGES: $ _____

7.5% SALES TAX: $ _____ TOTAL DUE: $ _____

CARDHOLDER SIGNATURE: _____

CARDHOLDER PHONE NUMBER: _____ CHECK ENCLOSED: $ _____

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

NAME OF EVENT: KSDE ANNUAL CONFERENCE 2026 **BOOTH:_____**

COMPANY NAME:_____ EMAIL:_____

ORDERED BY:_____ PHONE:_____