



SHIPPING INFORMATION RENTAL AIDE CENTER

RENTAL AIDE CENTER will start to accept shipments of displays or products for the Montana Telecommunications Association (MTA) Showcase starting from November 8th through November 24th. **Shipments received after this date will incur a late charge.** Your shipment will be placed in your booth prior to set-up on Tuesday, November 30th. The charge for this service is \$20 per 100 pounds (with a \$40 minimum charge). Return shipments will incur the same charges. Invoices will be mailed directly from Rental Aide Center after the show (sorry no credit cards accepted). Please note that Rental Aide cannot accept any shipments that require a forklift or any single item weighing more than 150 pounds (see further instructions below).

SHIPPING LABEL for Rental Aide Shipments (FedEx and UPS only – other carriers, call Rental Aide for shipping instructions; 406-248-8448)

Company Name _____
Booth # _____
Rental Aide Center c/o Egge
4315 South Mountain View
Molt, MT 59057

Please Email (rentalaid@hotmail.com) the following information:

Company Name _____
Billing Address _____

Authorization _____
P.O. # _____
Number of Pieces Arriving _____ Approx Weight _____
Carrier _____
Description of Shipment _____

RATE SCHEDULE: The rate for our complete drayage service is \$20.00 per 100 pounds, fraction thereof each way, with a \$40 minimum charge. Reminder: Rental Aide cannot accept shipments that require a forklift or any single item weighing more than 150 pounds (see information above for those shipments). This rate includes all of the following services:

1. Receipt of shipments and up to 14 days storage in advance of set-up date.
2. Delivery to booth.
3. Removal of crates and containers from booth and storage of same during the show.
4. Return of crates and containers at the close of the exhibit to individual booths.
5. Assistance to exhibitors in tracing shipments, preparation of bills-of-lading, routing of outgoing shipments, etc.
6. Removal of shipments from booth and reloading same on outgoing carriers.

The above rates apply for shipments in the reverse movement at the conclusion of the show. **Please bring shipper numbers or pre-printed labels.**

OUTBOUND SHIPMENTS: At the conclusion of the show, Rental Aide Center will be available to answer questions, furnish bills-of-lading, shipping tags, and assist in preparing outgoing shipment papers. **DO NOT ABANDON YOUR EXHIBIT UNTIL RENTAL AIDE CENTER HAS YOUR BILL-OF-LADING.** Be sure that your materials have been carefully crated, and each item properly tagged or marked. The bills-of-lading will be rechecked by Rental Aide Center at the actual time of loading, and corrections will be made if discrepancies exist between the bill-of-lading and the actual shipment.

We ask that booths **NOT** be broken down before 12:00 p.m. on Thursday, December 2nd. Any vendors doing so before this tear down time will be penalized and will not have access to any prime booth locations the following year. It is asked that vendors make their travel arrangements accordingly to follow this policy.

Rental Aide Center will have control of all traffic into and out of the Exhibit Hall to prevent tie-ups at the loading platform, to keep aisles clear, and to provide an orderly and efficient operation for the exposition. In order to expedite the removal of exhibit material, Rental Aide Center will have the authority to change designated carriers without further clearance from the exhibitors.

If additional information is desired, contact Rental Aide Center, Norma Egge at (406) 248-8448, or (406) 698-8448, or by Email at: rentalaide@hotmail.com.

INSURANCE: Rental Aide Center is not responsible for damage to uncrated and/or unskidded exhibit material, or for concealed damage to material. After exhibit or when exhibit materials are placed in the booth, Rental Aide Center will not be responsible for condition, count, or content, or for disappearance of material at the conclusion of the exposition before it is picked up for reloading. Therefore, please make certain that all of your exhibit materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth, and for the duration of the show.

Rental Aide Center agrees to handle all shipments with normal, reasonable care and is not responsible for ordinary wear and tear or for damage due to fire, theft, windstorm, vandalism, acts of God, or other causes beyond its control, or requiring the exercise of more than reasonable care.

For shipments requiring a forklift or a single item weighing more than 150 pounds, you must arrange to have your shipment delivered to the Holiday Inn Grand Montana direct starting from November 23rd through November 30th. Clearly indicate on the outside of the shipment container, "HOLD FOR MTA SHOWCASE" and include your COMPANY NAME and BOOTH NUMBER. Address these shipments directly to the hotel convention center. That address is: Holiday Inn Grand Montana, attn: Convention Center, 5500 Midland Road, Billings, MT 59101. The charge for the hotel's service is \$45 per 100 pounds (with a \$45 minimum charge). In order for the hotel to assist you in your shipment, the attached Credit Card Authorization Form must be completed and faxed to the hotel by November 18th; Fax to: 406-248-2031. Shipments are only accepted by the hotel during normal business hours (Monday-Friday, 8:00 a.m.-5:00 p.m. Mountain Time).

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