

RATES FOR ADVANCED SHIPPING ONLY

Exhibitor Name: _____ Booth Number: _____

Address: _____

Ordered by: _____ Telephone Number: _____

Email: _____

*IMPORTANT INFORMATION – General Shipping Guidelines

- Consolidate all freight-booth, merchandise, literature, etc.- into one shipment
- CLEARLY label all packages with show name; company name and booth number. Remove all labels.
- Any crates larger than 5'10" high and/or 5' wide, or any crates weighing over 2,000 pounds, will not be delivered to the 2nd floor. Any oversized crates will be held at the loading dock for unpacking. Special Charges will be applied and your booth set-up will be delayed.
- Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. Cartons, cases, and/or individual items) and weight for all shipments being delivered to the Show.
- All Shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.
- Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

-PLEASE MAKE SURE THAT ALL OF YOUR BOXES/PALLETS/CRATES ETC. ARE MARKED WITH THE FOLLOWING

Magic Box®

(Your Company Name)

(Your Space Number)-2nd Floor

c/o The Reef

1933 S Broadway

Los Angeles, CA 90007

PRICE LIST

Item	Notes	Quantity	Total
Shipping			
Pallet	Must not exceed 2,000lbs or 5'10" high and 5' wide		\$50.00
Crate	Must not exceed 2,000lbs or 5'10" high and 5' wide		\$100.00
Early Arrival Fee	Any Packages delivered 30 days prior to the event		\$30.00
Packages 26lbs or more	Any Packages that exceed 25lbs		\$25.00
Packages 25lbs or less	Packages 25lbs or less will be complimentary		Complimentary
		subtotal	
		9% rental tax	\$
		Total Equipment	\$
GRAND TOTAL			\$

ALL OF THE ABOVE SERVICES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS LIMITATIONS OF THE REEF

SERVICES LIABILITY AND RESPONSIBILITY

1. Magic Box shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Magic Box shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Magic Box shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments which are furnished to MAGIC BOX by exhibitors will be checked at time of actual pickup from booth and corrections made where descriptions occur.
4. Magic Box shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lock outs or work stoppages of any kind, or to any causes beyond its control
5. Magic Box liability shall be limited to the physical loss or damage to the specific article which lost or damages, and in any event Magic Box maximum liability shall be limited to \$0.30 per pound per article, with a maximum Liability of \$50.00 per item.
6. Magic Box shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, or for any

Mail, fax or email form to:

Magic Box@THE REEF a creative habitat

Attn: Exhibitor Services ♦ 1933 S. Broadway, Suite 409 ♦ Los Angeles, CA 90007

email: exhibitorservices@magicboxla.com ♦ phone: 213.763.5800 ♦ fax: 213.763.5861

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collateral cost which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Magic Box by an exhibitor, or by a shipper on behalf of any exhibitor, shall be construed as an acceptance by such exhibitor (and/of other shipper) of the terms and conditions set forth in this bulletin. All handling charges are the responsibility of the exhibitor.
8. **NOTE: PAYMENT OF THE TOTAL ESTIMATED CHARGES OR CREDIT CARD AUTHORIZATION MUST BE RECEIVED PRIOR TO RELEASE OF FREIGHT AT MOVE-IN OF THE SHOW**

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