



**MONTANA TELECOMMUNICATIONS ASSOCIATION
36th Annual MTA Showcase**

**SHIPPING INFORMATION
RENTAL AIDE CONVENTION SERVICES (RACS)**

RENTAL AIDE CONVENTION SERVICES (RACS) will start to accept shipments of displays or products for the Montana Telecommunications Association (MTA) Showcase starting from November 13th through November 24th. *Shipments received after this date may incur a late charge.* Your shipment will be placed in your booth prior to set-up on Tuesday, November 29th. 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 RACS after the show. RACS now accepts all major credit cards. Please refer to attached credit card authorization form. Please note that RACS cannot accept any shipments that require a forklift or any single item weighing more than 150 pounds (see the box on Page 2).

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

Company Name _____
Booth # _____

c/o Rental Aide Convention Services
6747 Cove Creek Dr.
Billings, MT 59106

Please Email the following information to: rentalaide@gmail.com

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: RACS cannot accept shipments that require a forklift or any single item weighing more than 150 pounds (see the box on Page 2). 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, RACS 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 RACS 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 RACS at the actual time of loading, and corrections will be made if discrepancies exist between the bill-of-lading and the actual shipment.

RACS 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, RACS will have the authority to change designated carriers without further clearance from the exhibitors.

If additional information is desired, contact RACS (406) 248-8448 or (406) 855-3867 or by Email at: rentalaide@gmail.com.

INSURANCE: RACS 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, RACS 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.

RACS 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 pallet jack or a single item weighing more than 150 pounds, you must arrange to have your shipment delivered to the hotel direct. It is the responsibility of the motor carrier to furnish a pallet jack for the shipment. Please make sure your carrier does indeed have a pallet jack BEFORE shipment is arranged. Shipments sent to the hotel must be identified by the vendor name and booth number. Please contact Sara Hillner at the Red Lion Hotel for questions. 406-867-8239.

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