



**XVII VIRTUAL EDUCA  
INTERNATIONAL  
SYMPOSIUM**

**SAN JUAN, JUNE 20 - 24, 2016**  
[www.virtualeduca.org/puertorico2016](http://www.virtualeduca.org/puertorico2016)



# **TECHNICAL CUSTOMS FORM**

## **VIRTUAL EDUCA EXHIBITION 2016**

**5th. INTERNATIONAL EXHIBITION 'EDUCATION, INNOVATION AND ICT'  
OF LATIN AMERICA AND THE CARIBBEAN**

**CONVENTION CENTER, SAN JUAN, PUERTO RICO**

**JUNE 20 - 24, 2016**

# I. COMPANY

Name: EXPO DESIGN INC

San Juan, Puerto Rico



Contact person: Brenda Infante

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Phone: +1 (939) 218 1510 (cell)  
+1 (787) 522 7300 (office)  
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Facebook: Expo Design

## II SHIPPING, DRAYAGE AND CONTRACT

Expo Design offers drayage and material-handling services. Services include all freight movements to and from show site. The Freight Instruction Form constitutes an agreement between the undersigned exhibitor and ED and/or sub- contractors. No service and

### Shipping Instructions:

1. All shipments must be labeled and consigned as follows:

EXPO DESING  
CORUJO INDUSTRIAL PARK #46  
CALLE C. CARRETERA# 2 KM. 1.5,  
LOTE A-6, BAYAMÓN P.R., 00961

2. All shipments must arrive **no less than ten (10) working days prior to event date** No guarantee after deadline.
3. Do not address any shipments to showsite, there are no provisions for acceptance of freight.
4. All shipments must be sent **pre-paid**, no collect shipments will be accepted.
5. The exhibitor is responsible for all shipping arrangements. ( BOTH WAYS)
6. Outbound shipments left in booth without instructions and/or where carriers fail to pick up, or refuse to accept, ED reserves the right to reroute, or shipments may be hauled to a warehouse pending instructions from the exhibitor. ED will not assume responsibility as a result of such re-routing or handling.
7. Insurance coverage of your exhibit material should be enforced from the time it leaves your firm until it is returned after the show to its origin. ED will not be responsible for damage to un-crated materials improperly packed, concealed damage, loss or theft of exhibitor's materials while in

## Freight Handling Package

- A. Storage at our warehouse for a period of 30 days before installation date.
- B. Handling of exhibit materials received at our warehouse and to Exhibit Hall & placing in booth.
- C. Removal of empty containers for storage to be returned to booth at the end of the show.
- D. Removal of all packed and properly crated material from exhibit area at the closing of show, and return shipment as specified.
- E. It is incumbent for the exhibitor to provide written and accurate weight information on each shipment. ED will not assume any liability of shipments received without receipts or freight bills.

## Rates

Package rate for the above service is \$ 65.00 dls per hundred weight or a fraction thereof, with a minimum of \$ 130. 00 dls per shipment based on straight time hours. Service provided on overtime hours will be charged an additional 25%.

NOTE: Shipments arriving less than 10 days before the show set up will be charged 25% over the established. ED is not responsible for notifying an exhibitor if freight is not delivered to our warehouse.

There is a \$ 44.00 dollar In and Out charge for each 100 pounds. There is minimum charge of \$ 88.00 dollars for each shipment/transportation of 200 pounds or less.

# RUSH!

## EXHIBITION FREIGHT

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DIRECT SHIPMENT

**COMPANY:** \_\_\_\_\_  
**BOOTH #:** \_\_\_\_\_

**TO: EXPO DESIGN INC / Brenda Infante**  
Corujo Industrial Park #46 Calle C. Carretera # 2  
Km. 1.5, lote A-6, Bayamón P.R, 00961  
787.522.7300

**EVENT:** \_\_\_\_\_  
**CARRIER:** \_\_\_\_\_  
**NUMBER OF PIECES:** \_\_\_\_\_

# FREIGHT INSTRUCTIONS FORM

## CREDIT CARD NEEDED TO GUARANTEE SERVICING

PLEASE COMPLETE ALL INFORMATION & RETURN VIA FAX

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Company Contact: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Location: \_\_\_\_\_ † Booth #: \_\_\_\_\_  
Date of Event: Month / Day / Year \_\_\_\_\_ Set-up date & hour \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Tear down date & hour: \_\_\_\_\_ † Don't forget Booth #!

## SHIPPING INFORMATION

Company contact: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_  
Carrier: Fedex  UPS  DHL  USPS  Other  \_\_\_\_\_  
Track/ACC #: \_\_\_\_\_  
How many boxes? \_\_\_\_\_ Size & Weight: \_\_\_\_\_

Declared value for customs: \_\_\_\_\_  
Describe Content: \_\_\_\_\_

Ship to: **Corujo Industrial Park #46 Calle C.  
Carretera #2 K. 15.2, Lote A-6  
Bayamon, PR 00961**

- You are responsible for all shipping arrangements. (BOTH WAYS)
- Expo Design will receive merchandize.
- Expo Design will hold merchandize until pick-up by shipping company.

## RETURN INFORMATION

Company contact: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_  
Ship to Address: \_\_\_\_\_  
Carrier: Fedex  UPS  DHL  USPS  Other  \_\_\_\_\_  
Track/ACC #: \_\_\_\_\_  
How many boxes? \_\_\_\_\_ Size & Weight: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_