



GLOBAL PARTNER SHOWCASE SHIPPING INFORMATION



KEY INFORMATION

Please note the following dates and deadlines in order to ensure all your needs are met for a seamless experience at TANIUM Converge, Global Partner Summit, 2023.

	Deadline Date	Deliverable
<input type="checkbox"/>	9/25/23	Advanced Warehouse Opens to Receive Early Shipments
<input type="checkbox"/>	11/3/23	Advanced Warehouse Closes, See page 7 for Direct Show Shipments

ADVANCED WAREHOUSE: Insight Exhibits will accept advanced shipments beginning September 25th. Warehouse hours are Monday - Friday between 8:00am - 4:00pm MST. Advance shipments will not be accepted after November 3rd. All shipments will be subject to material handling charges outlined on page 4 of this kit.

ADVANCED WAREHOUSE ADDRESS:
 INSIGHT EXHIBITS ADVANCED RECEIVING
 Converge GPS / SPONSOR NAME
 1367 S 700 W
 SALT LAKE CITY, UT 84104
 BOX # ___ OF ___

DIRECT TO SHOW SITE SHIPMENTS: Show-site storage is limited, we ask your cooperation in shipping to the advanced warehouse where possible. All direct to show shipments must arrive **no earlier** than November 11th. All shipments will be subject to material handling charges outlined on page 4 of this kit.

DIRECT TO SHOW SITE SHIPPING ADDRESS:
 Converge GPS / SPONSOR NAME
 Fairmont Austin
 C/O INSIGHT EXHIBITS
 101 Red River St
 Austin, TX 78701
 BOX # ___ OF ___

MOVE-OUT INFORMATION: All materials must be removed from the venue on November 13th. All remaining materials will be rerouted via Insight Exhibits and billed directly to the sponsoring company. For assistance with inbound or outbound shipments, please contact aaron@insightexhibits.com and we'd be happy to assist you.

METHOD OF PAYMENT

PLEASE INCLUDE THIS FORM WITH ALL ENHANCEMENT ORDERS.

NOTE: ALL ENHANCEMENT ORDERS ARE SUBMITTED TO INSIGHT EXHIBITS. IF YOU CHOOSE TO ORDER ENHANCEMENTS, YOU WILL NEED TO PAY FOR THESE SEPARATELY AS THESE ARE OUTSIDE THE COST OF YOUR SPONSORSHIP PACKAGE.

NAME OF SHOW: TANIUM Converge 23	
COMPANY NAME:	BOOTH NUMBER:
ADDRESS:	
CITY/STATE/ZIP:	
PHONE:	FAX:
PRINT NAME:	SIGNATURE:
CONTACT'S EMAIL:	
INVOICE & RECEIPT EMAIL:	

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM INSIGHT EXHIBITS, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Insight Exhibits' companies, or any charges which Insight Exhibits may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **MASTERCARD** **VISA**

ACCOUNT NO:	EXP. DATE:	CVV CODE:
CARDHOLDER NAME:	SIGNATURE:	
CARDHOLDER BILLING ADDRESS:		
CITY/STATE/ZIP:		

MATERIAL HANDLING

MATERIAL HANDLING WILL BE CHARGED BASED ON NUMBER OF PACKAGES, OR TOTAL WEIGHT OF CRATED OR SKIDDED SHIPMENTS. MATERIAL HANDLING CHARGES APPLY TO ALL ITEMS SHIPPED TO THE ADVANCED WAREHOUSE OR DIRECT TO SHOW SITE THROUGH INSIGHT EXHIBITS.

NAME OF SHOW: TANIUM Converge 23	
COMPANY NAME:	
PHONE:	FAX:
CONTACT NAME:	
CONTACT EMAIL:	

SMALL PACKAGE SHIPMENTS		
DESCRIPTION	PRICE PER CWT	MINIMUM
Small Package - Maximum weight is 30 lbs per package*		
<i>1st Package is \$45.00, Additional Packages \$25.00 / each</i>		
BOX #1:	\$45.00	
BOX #2:	\$25.00	
BOX #3:	\$25.00	
BOX #4:	\$25.00	

TAX:

TOTAL: \$ _____

CRATE / PALLET SHIPMENTS				
DESCRIPTION [CRATE / SKID / FIBER CASE / OTHER]	WEIGHT [LBS]	CWT	PRICE PER CWT	ESTIMATED TOTAL (200 LB. MIN)
		/100 = _____	x 115.00	\$
		/100 = _____	x 115.00	\$
		/100 = _____	x 115.00	\$
		/100 = _____	x 115.00	\$

TAX:

TOTAL: \$ _____

OUTBOUND SHIPPING

PLEASE INCLUDE METHOD OF PAYMENT FORM WITH ALL ORDERS.

OUTBOUND MATERIAL HANDLING: Insight Exhibits is happy to assist with outbound shipments following the event. Please ensure all outbound packages are properly packaged, sealed, and labeled. You are welcome to provide pre-paid shipping labels with your carrier of choice, or Insight Exhibits can arrange these services for you and bill accordingly.

Please fill out your outbound shipment information in its entirety and submit along with the Method of Payment form found on page 15 of this exhibitor service kit. All packages are subject to material handling charges, based on rates outlined on page 16 of this kit.

**FOR OUTBOUND PACKAGES AFTER THE EVENT:
WHEN DO YOU NEED YOUR PACKAGES TO BE DELIVERED?**

NEXT DAY: _____ 2ND DAY: _____ GROUND: _____ OTHER: _____

FEDEX / UPS ACCOUNT NUMBER FOR SHIPPING CHARGES:

If you do not provide pre-paid labels or a FedEx/UPS account number, by submitting this form, you are agreeing to pay for all freight charges associated with the shipment of your packages.

DELIVERY ADDRESS:

CITY _____ STATE _____ ZIP _____

PHONE. _____

NUMBER OF PACKAGES: _____

ESTIMATED WEIGHT: _____

NUMBER OF CRATES: _____

ESTIMATED WEIGHT: _____

NUMBER OF SKIDS: _____

ESTIMATED WEIGHT: _____

OTHER:

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENTS: Insight Exhibits will accept advanced shipments beginning September 25th and ending on November 3rd. Shipments may arrive between 8:00am and 4:00pm, Monday through Friday.



Advanced warehouse shipping label:

INSIGHT EXHIBITS
 1367 S 700 W
 SALT LAKE CITY, UT 84104

CONVERGE GPS
November 13, 2023
SPONSOR NAME

BOX # _____ OF _____


NOTICE: Insight Exhibits is not responsible for any package that is mislabeled or unmarked. All packages require sponsor name and booth numbers.

DELIVERIES: Sponsors transporting and delivering materials directly to the event must check in with Insight Exhibits prior to the event. There will be restricted access to sponsors and associated vendors through the venue loading docks. If you plan to deliver direct to the convention center, please coordinate with Insight Exhibits for approval.

SHIPPING INFORMATION CONTINUED

DIRECT SHOW SHIPMENTS: Direct shipments to the convention center can be arranged, but are not advised. Sponsors are allowed to hand-carry one package that does not require the use of wheels or carts to the expo floor in one trip. All other items must be sent to the advanced warehouse, or shipped send directly to show site. All direct shipments will be received by Insight Exhibits, weighed, and delivered to your booth. Material handling rates apply. Please refer to page 16 of this exhibitor kit for rates and more information.

Direct shipments must arrive **no earlier** than November 12th.

 Direct to show site shipping label:

FAIRMONT AUSTIN
C/O INSIGHT EXHIBITS
 101 Red River St
 Austin, TX 78701

CONVERGE GPS
NOVEMBER 13, 2023
SPONSOR NAME

BOX # _____ **OF** _____

NOTICE: Insight Exhibits is not responsible for any package that is mislabeled or unmarked. All packages require sponsor name and booth numbers.

DELIVERIES: Sponsors transporting and delivering materials directly to the event must check in with Insight Exhibits prior to the event. There will be restricted access to sponsors and associated vendors through the convention loading docks. If you plan to deliver direct to the convention center, please coordinate with Insight Exhibits for approval.

insight exhibits™

