

# Material Handling Form A

Payment must accompany order form

**Discount Deadline: MARCH 20, 2026**

<b>Show Name:</b>	NATIONAL COLLEGE FAIR, PITTSBURGH 2026	<b>Show Dates:</b>	MARCH 24-25, 2026
<b>Company Name:</b>		<b>Booth Number:</b>	
<b>Contact Name:</b>		<b>Phone Number:</b>	

**Please indicate service requested with an "x" in the appropriate box.**

**Service A: ADVANCED WAREHOUSE SHIPMENTS OVER 35 LBS BY 3/20/2026**

**APA EXPOSITION SERVICES  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068**

- ✓ Receive and store equipment up to 4 weeks prior to the show dates (no loose materials)
- ✓ Deliver materials to designated show site exhibit space
- ✓ Remove empty containers from show floor and return at close
- ✓ Remove & ship exhibit materials to designated carriers
- ✓ **Receiving hours are Monday thru Friday, 8:00am-NOON & 1pm-4:00pm, EST. Surcharges may apply for off-target deliveries.**

**Advanced Discount Rate: \$88.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)**

**Standard/Off-Target Rate: \$98.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)**

**Service B: DIRECT TO SHOW SHIPMENTS OVER 35 LBS**

**DAVID L LAWRENCE CONVENTION CENTER  
ATTN: NACAC HALL DE  
1000 FT DUQUESNE BLVD  
PITTSBURGH, PA 15222**

**\*\*\*\*SHOWSITE RECEIVING HOURS: MARCH 23, 2026 Between 7am-5PM \*\*\*\***

- ✓ Shipments received only during exhibit set up hours
- ✓ Deliver materials to designated show site exhibit space
- ✓ Remove empty containers from show floor and return at close
- ✓ Remove & ship exhibit materials to designated carriers
- ✓ Surcharges may apply for off-target deliveries

**Standard Rate: \$80.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum) Standard/**

**Off-Target Rate: \$98.00 / Hundred Weight (CWT) + 7% Sales Tax (200lbs. minimum)**

**Service C**

**Small package rate designed for shipments under 35 pounds**

**Advanced Warehouse Delivery**

**Show Site Delivery**

- ✓ Designed to allow you to ship smaller packages without the 200lbs minimum
- ✓ Defined as a shipment containing pieces under 35lbs (UPS, FedEx, DHL)
- ✓ These shipments are usually delivered without receipts or freight bills and are not palletized

**Standard Rate: \$35.00 / Piece + 7% Sales Tax (35lbs. maximum) Standard/**

**Off-Target Rate: \$45.00 / Piece + 7% Sales Tax (35lbs. maximum)**

# Outbound Shipping

<b>Show Name:</b>	NATIONAL COLLEGE FAIR, PITTSBURGH 2026	<b>Show Dates:</b>	MARCH 24-25, 2026
<b>Company Name:</b>		<b>Booth Number:</b>	
<b>Contact Name:</b>		<b>Phone Number:</b>	

- Outbound information should be filled out completely and returned to APA.
- All shipments must arrive prepaid. Collect shipments will be refused.
- Be aware of deadline dates as well as exhibit set up and dismantle times. Surcharges may apply for off-target and special handling.
- All in & outbound shipments must have a Bill of Lading. Outbound Bills of Lading must be filled out and returned to a representative of APA, Inc. at the service desk area. If no return information is provided, materials will be forced to the show carrier.
- If designated carriers are to be used, it is the responsibility of the exhibitor to schedule the pick up at the appropriate times. If that carrier fails to accept the shipment at the required time, the materials will be sent collect with the show carrier.
- All outgoing materials will be shipped collect unless otherwise instructed.

**Outbound Shipping Info (please complete):**

<b>Shipper/Exhibitor Name:</b>	
<b>Billing Address:</b>	
<b>City, State, ZIP:</b>	
<b>Company Name:</b>	
<b>Delivery Address:</b>	
<b>City, State, ZIP:</b>	
<b>Attn: Phone Number:</b>	
<b>Special Instructions:</b>	

**Please remember that You are Responsible For:**

- Packing & labeling the shipment
- Returning the completed Bills of Lading to our service desk
- Contacting your carrier with pick up guidelines and times
- Please refer to the Important Dates section of the exhibitor packet for dismantle times and dates

**Check Method of Shipment**

**UPS:**

Account Number: \_\_\_\_\_

**Next Day**

**2<sup>nd</sup> Day**

**Ground 5-7 Days**

**FedEx:**

Account Number: \_\_\_\_\_

**Next Day**

**2<sup>nd</sup> Day**

**Economy 3 Day**

**Air Freight:**

Type of Service: \_\_\_\_\_

Name of Carrier: \_\_\_\_\_

**Van Line:**

Name of Carrier: \_\_\_\_\_

**Common Carrier 5-7 Days:**

Name of Carrier: \_\_\_\_\_

**Show Carrier**

**Other:**

Type of Service: \_\_\_\_\_

Name of Carrier: \_\_\_\_\_

# APA EXPOSITION SERVICES

**R U S H**

**DEADLINE DATE:**  
MARCH 20, 2026

**NACAC**  
**C/O APA EXPO**  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON PA 15068

## WAREHOUSE

**TO:** \_\_\_\_\_

**BOOTH:** \_\_\_\_\_

**# OF PCS** \_\_\_\_\_ **OF** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_

*Please use the labels above for any advanced or direct shipments handled by APA EXPOSITION SERVICES. Feel free to copy them as needed*

# APA EXPOSITION SERVICES

**R U S H**

**DELIVER ON:**  
MARCH 23, 2026

**NACAC**  
**C/O APA EXPO**  
DL CONVENTION CENTER  
1000 FT DUQUESNE BLVD  
PITTSBURGH, PA 15222

## SHOW SITE HALL DE

**TO:** \_\_\_\_\_

**BOOTH:** \_\_\_\_\_

**# OF PCS.:** \_\_\_\_\_ **OF** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_

*Please use the labels above for any advanced or direct shipments handled by APA EXPOSITION SERVICES. Feel free to copy them as needed.*

# Furniture Rental Form A

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## Chairs

Qty.	Code	Description	Discount Price	Standard Price	Total
	101	Upholstered Counter Stool	\$69.00	\$82.50	
	102	Upholstered Arm Chair—Black	\$41.00	\$51.25	
	106	Standard Folding Chair	\$20.00	\$25.00	

## Unskirted Display Tables

Qty.	Code	Description (W x L x H)	Discount Price	Standard Price	Total
	201	2'x4'x30" Unskirted	\$38.00	\$48.00	
	202	2'x6'x30" Unskirted	\$45.00	\$54.00	
	203	2'x8'x30" Unskirted	\$45.00	\$54.00	
	204	2'x4'x40" Unskirted	\$52.00	\$58.00	
	205	2'x6'x40" Unskirted	\$52.00	\$58.00	
	206	2'x8'x40" Unskirted	\$52.00	\$58.00	

## Skirted Display Tables and Accessories

Includes White Vinyl Top

Qty.	Code	Description (W x L x H)	Discount Price	Standard Price	Total
	301	2'x4'x30" Skirted 3 Sides	\$70.00	\$85.00	
	302	2'x6'x30" Skirted 3 Sides	\$80.00	\$90.00	
	303	2'x8'x30" Skirted 3 Sides	\$90.00	\$100.00	
	304	2'x4'x40" Skirted 3 Sides	\$80.00	\$100.00	
	305	2'x6'x40" Skirted 3 Sides	\$90.00	\$100.00	
	306	2'x8'x40" Skirted 3 Sides	\$100.00	\$115.00	
	307	Add Skirting to 4 <sup>th</sup> Side, 30" or 40"	\$18.00	\$28.00	
	521	30"x30" High Cocktail Table—Plywood	\$65.00	\$75.00	
	522	30"x30" Black Cocktail Linen	\$21.00	\$27.00	
	523	30"x40" High Cocktail Table—Plywood	\$75.00	\$85.00	
	524	30"x40" Black Cocktail Linen	\$21.00	\$27.00	
	511	Literature Rack—5 bin	\$85.00	\$100.00	
	509	Chrome Bag Stand	\$55.00	\$75.00	

**APA Exposition Services**

**Fax: 412-681-3130**

**Email: [info@apaexpo.com](mailto:info@apaexpo.com)**

**Phone: 412-681-3110**

