



Drayage Form

We cannot guarantee the items below will be available at show time, so please place your orders in advance. Refunds will not be issued once an item(s) has been reserved. All orders **MUST** be returned to Garrett Giedroc at the Blair County Convention Center no later than **August 12th, 2026**

Blair County Convention Center

One Convention Center Drive, Altoona, PA 16602 Phone: 814-943-5392 | Fax: 814-569-1294

QUESTIONS?

Contact Garrett Giedroc at (814) 569-1223 or Email ggiedroc@blaircc.net





Inbound / Outbound Shipping

Please enter total on Order Summary Form.

This form must accompany Order Summary Form and full payment including tax. Please separate total cost amount and sales tax on Order Summary Form.

Exhibitor/Company Name: _____

Contact Name: _____

Email Address: _____

Phone () _____

Total \$ _____

Sales Tax (6%) \$ _____

TOTAL DUE \$ _____

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RETURN FORM TO BLAIR COUNTY CONVENTION CENTER BY Wednesday, August 12TH, 2026



MATERIAL HANDLING & DRAYAGE

I WILL BE SHIPPING ITEMS TO THE CONVENTION CENTER VIA: (Please check one of the boxes below)

Common Carrier/Freight

\$150 Flat Rate

Shipments of common freight and crated exhibits will be received from common carrier(s) and will be unloaded, placed in storage, removed from storage and delivered to your booth(s). At the conclusion of the show, packaged freight will be delivered from your booth to common carrier at loading dock; loading equipment and labor are furnished. This includes removal, storage and return of packaging materials, if necessary. The BCCC does not package items for shipment. All Vendors **MUST** make prior arrangements with their carrier for both date and time of their items to be picked up at The Blair County Convention Center.

Other, please explain: _____

Each shipment received requires a handling fee.

TOTAL COST MATERIAL/FREIGHT HANDLING: _____

****Please enter total on Order Summary Form.** This form must accompany Order Summary Form and full payment.
Please separate total cost amount on Order Summary Form.

ALL SHIPMENTS MUST ARRIVE PREPAID -- Collect shipments will not be accepted. Blair County Convention Center WILL RECEIVE ALL SHIPMENTS MONDAY-FRIDAY, 9am - 4pm ONLY. SHIPMENTS MAY ONLY ARRIVE BETWEEN August 4, 2026 – August 18, 2026. THE LAST DAY FRIEGHT WILL BE ACCEPTED August 18, 2026. ANY SHIPMENTS AFTER August 18, 2026, WILL BE CHARGED A \$100 HANDLING FEE.

NUMBER OF PIECES _____ NAME/PHONE# _____

NOTE:

- Shipments sent to BCCC with no identifying information will incur an additional charge of 25%.
- No credits will be issued.
- Rates do no include any erection, uncrating, unskidding, dismantling, crating, skidding in booth or blocking or bracing bars.

Charges for rental items include delivery to your display area and removal at close of exhibit show. In the event there are any unpaid charges, a late charge in the amount of one percent (1%) per month of such overdue amount may be charged. I agree, in the event it becomes necessary to turn this over to an attorney for collection, or file a lien, or foreclosure or otherwise, I will pay reasonable attorney's fee for such collection.

PLEASE MAKE A COPY OF THIS FORM FOR YOUR FILE BEFORE RETURNING IT TO BLAIR COUNTY CONVENTION CENTER. NO SERVICE CAN BE RENDERED WITHOUT THIS SIGNED FORM RETURNED TO BLAIR COUNTY CONVENTION CENTER.

Exhibitor/Company Name: _____

Contact Name: _____

Email Address: _____

Phone () _____

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DRAYAGE PROVISIONS

SHIPMENT INSTRUCTIONS

1. All shipments should be made on a commercial Bill of Lading.
2. Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece due to its size that cannot fit through doorways or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. (Max dimensions to fit into freight elevator is 4x8').
3. All outbound shipments must be tendered with a Bill of Lading. \$5.00 Surcharge Handling Fee Per Outbound Shipping.
4. Make certain all of your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
5. BCCC assumes no responsibility for concealed damage.
6. Exhibits left on the exhibit floor without return instructions will be returned to the exhibitor's address, freight collect.

SERVICES ORDERED ON BEHALF OF EXHIBITORS BY DISPLAY BUILDERS OR OTHER THIRD PARTIES MUST BE SO AUTHORIZED IN WRITING BY THE EXHIBITOR. PAYMENT FOR ALL SERVICES WILL BE THE RESPONSIBILITY OF THE EXHIBITOR AT THE SHOW SITE.

LIMITATIONS OF BCCC'S LIABILITY AND RESPONSIBILITY FOR DRAYAGE & LABOR

It is understood the Blair County Convention Center (BCCC) is not an insurer, insurance shall be obtained by the exhibitor and any amounts payable to BCCC, hereunder are based on the value of the material handling services and the scope of the liability as amounts herein set forth and are unrelated to the value of the exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by BCCC it is understood that BCCC does not provide for full liability should loss or damage occur. Any claim for loss or damage must be submitted to BCCC prior to close of show date.

BCCC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues for any collateral costs which may result from any loss or damage to an exhibitor's material or which may make it impossible or impractical to exhibit same. Exhibitor agrees, in connection with receipts, handling, temporary storage and reloading of its materials, that BCCC will be providing their services as exhibitor's agent, and not as bailee of shipper. If any employee of BCCC shall sign a delivery receipt Bill of Lading or other document, exhibitor agrees that BCCC will do so as exhibitor's agent and exhibitor accepts the responsibility therefore.

PROPERTY INSURANCE: Be sure your materials are insured from the time they leave your firm until they are returned after the show. BCCC requires the exhibitors arrange "all risk" coverage. This can be done by "riders" to existing policies. Contact your insurance representative. Be sure all of your insurance is in effect at the show site. Be sure to review all insurance requirements per the contract for space.

SHIPMENT INSTRUCTIONS AT CLOSE OF CONVENTION

AT CONCLUSION OF THE SHOW, ALL TIMES MUST BE BOXED WITH THE APPROPRIATE LABEL AFFIXED. BOXES WILL THEN BE MOVED TO SCHEDULED PICK UP LOCATION. ALL VENDORS MUST MAKE PRIOR ARRANGEMENTS WITH THEIR CARRIER TO HAVE ITEMS PICKED UP AT THE BLAIR COUNTY CONVENTION CENTER. ALL SHIPMENTS MUST BE PICKED UP BY August 24, 2026 OR THERE WILL BE A SURCHARGE ADDED FOR STORAGE FEES OF \$100 PER DAY.

(This address will be used as back up if exhibitor fails to supply outbound Bill of Lading at show site.)

Ship To: _____ Street Address: _____

City, State, Zip: _____ Type of Carrier: Air Motor Freight Other _____

If prepaid, bill to: _____ City, State, Zip: _____

Exhibitor Name: _____

Contact Name (please print): _____ Phone: () _____

Signature: _____

No service can be rendered without this signed form being returned to Blair County Convention Center.

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ORDER SUMMARY FORM

ORDER SUMMARY REMITTANCE

(enter sub-totals from Drayage forms)

Material/Freight Handling Total \$ _____

TOTAL REMITTANCE \$ _____

Please complete the information requested and return payment in full with this form and your orders to the address below. You may pay by credit card or check; however, we require credit card authorization to be on file with Blair County Convention Center (BCCC). For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Exhibitor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Visa _____ **MasterCard** _____ **Check** _____

Make payable to: Blair County Convention Center

Account Number: _____ Exp Date: _____

Name on Card: *(please print)*: _____ Security Code: _____

Billing Address: *(if different from above)* _____

City: _____ State: _____ Zip: _____

By completing and signing this form, I acknowledge that I understand and agree to pay the charges listed. I also understand that additional on-site charges and any late fees that remain unpaid 45 days after the event may be charged against my credit card.

Authorized Signature: _____ Date: _____

Please return all forms and payment to:

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