

SHOW INFORMATION

Student & Youth Travel Association

Sheraton NYC Times Square
August 10-12, 2024



We are pleased that CSI has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success.

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the CSI Worldwide forms, you may find forms enclosed for services performed by the Venue or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may NOT be provided by CSI Worldwide.

Please review our payment policy carefully. As a reminder, CSI requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Please contact us at CSI with questions. If you have a special request, just call! We will do our best to provide you with all your show needs and appreciate the opportunity to serve you.

Official General Contractor

CSI Worldwide
60 Broad St
Carlstadt, NJ 07072

Phone: (888) CSI-EXPO (274-3976)
Fax: (610) 558-9459

[Order Online at orders.csiworldwide.net](https://orders.csiworldwide.net)

Shipping Timeline

Advance Shipments Begin	<i>Monday</i>	<i>6/18/2024</i>
Advance Shipments Discount Deadline	<i>Friday</i>	<i>7/26/2024</i>
Advance Shipments End	<i>Wednesday</i>	<i>8/7/2024</i>

Event Timeline

Move In	<i>Friday</i>	<i>8/9/2024</i>	<i>12PM-5PM</i>
Appointment Hours	<i>Saturday</i>	<i>8/10/2024</i>	<i>10AM-5:30PM</i>
Appointment Hours	<i>Sunday</i>	<i>8/11/2024</i>	<i>10AM-5:30PM</i>
Appointment Hours	<i>Monday</i>	<i>8/12/2024</i>	<i>10AM-5:30PM</i>
Move Out	<i>Tuesday</i>	<i>8/13/2024</i>	<i>8AM-5PM</i>

MATERIAL HANDLING ORDER FORM

Student & Youth Travel Association

Sheraton NYC Times Square

August 10-12, 2024

Discount Deadline Date

July 26, 2024



RETURN TO: CSI Worldwide • Phone (888) 274-3976 • Fax (610) 558-9459 exhibitorservices@csiworldwide.net

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE	EXPIRATION DATE:		<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		*Include Security Code (3 Digit on reverse side of Card) (4 Digits on front of AMEX only)	
Account Number:				

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE			CITY	STATE
_____			_____	_____
_____			ZIP	COUNTRY
_____			_____	_____
PLEASE SIGN	CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT	
	X		_____	

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
- The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Consignment or delivery of a shipment to CSI Worldwide or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
- Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

Advance Shipments to Warehouse

Student & Youth Travel Assoc
Exhibitor (Company) Name and Booth Number
c/o CSI Worldwide
60 Broad St
Carlstadt, NJ 07072

ADVANCE SHIPMENTS TO CSI WORLDWIDE WAREHOUSE

CSI Worldwide warehouse hours: Monday – Friday 8:00 AM – 3:30 PM.

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Material Handling (100 lbs. minimum per shipment).....\$3.70 per pound

Shipments at the warehouse between June 18 - July 26, 2024

Material Handling - After Deadline (100 lbs. minimim per shipment.....\$5.00 per pound

DIRECT SHIPMENTS TO SHOWSITE

CSI Worldwide will NOT accept ANY show site shipments.

CSI is NOT responsible for any shipments sent directly to Sheraton NYC Times Square

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: _____ lbs. @ _____ per lb. \$ _____

We will be shipping approximately _____ number of pieces.

Our shipment will be sent to Warehouse on: _____ via: _____

1. Total Estimated Charges \$ _____

2. Payment Enclosed \$ _____

All orders are subject to the terms and conditions as outlined on the payment form.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. For additional labels, Photocopies are acceptable. Please fill in all areas that are highlighted in Red

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Student & Youth Travel Association

NAME OF SPONSOR

BOOTH NUMBER

C/O CSI WORLDWIDE
60 Broad Street
Carlstadt, NJ 07072

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:
FRIDAY, JULY 26, 2024**

Carrier _____

Number _____ **of** _____ **pieces**



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