

DRAYAGE & LOGISTICS

We pride ourselves in having the unique ability to understand the needs of our clients, then go about developing customized, tailor-made solutions for their transportation and service needs. We offer complete transportation, warehousing, and logistics solutions for all types and sizes of events, tradeshows and businesses.



TRADESHOWS & CONVENTIONS

Penfield's Office offers the best in professional freight transportation, logistics and tradeshow moving services. We understand target dates, move in and move out procedures, so our complete range of turn-key solutions create a seamless experience for clients.

Tradeshow and logistics management can bring forth many challenges. Penfield's is a proven and reliable partner for any client. We can handle multiple pickup and delivery points, international shipping and time-critical shipments.

Our logistics professionals will custom crate or pad wrap your exhibits or displays for secure transport. Essentially, whatever needs to be accomplished as part of convention shipping services, Penfield's Office will handle as complete trade show logistics professionals.

- Same-day airfreight
- Domestic & International Freight
- Full-Truckload and Less-than-Truckload
- Show Services
- Exhibit Storage
- Onsite Staffing
- Advanced Warehousing
- Fulfillment Services
- Specialty Handling
- Trade Show Concierge
- Move-in and move-out Coordination
- Booth Storage



QUOTE

To obtain a drayage quote, visit
<http://quote.penfields.com>

• **From Start**

• **To Finish**

How Penfield's Office Logistics Services Work...

- Group determines show site and location
- Contact Penfield' for warehousing and logistics needs
- Complete all documentation and information forms
- Receive quote from Penfield's
- Contract initiated and signed
- Date and time set for pick-ups
- Warehousing time and duration scheduled
- All Items/packages/crates picked up for shipment
- Taken to location
- Penfield's receives, stores and secures at warehouse location
- Delivery to event site and convention floor

From event inception to final delivery and setup on the convention floor, Penfield's Office will seamlessly provide step-by-step assistance with great care and attention to every detail.

PENFIELD'S Office

Pack & Ship • Copy & Print



DRAYAGE QUOTE REQUEST

[CLICK HERE TO
SUBMIT ONLINE](#)

DATE: _____

CUSTOMER: _____

EMAIL: _____

NUMBER OF PIECES/PALLETS: _____

WEIGHT: _____ DIMENSIONS: _____

COMMODITY: _____

TO ZIPCODE: _____ FROM ZIPCODE: _____

PICK-UP DATE & TIME REQUESTED: _____

DELIVERY DATE & TIME REQUESTED: _____

Event Date _____

Group/Event _____

ANTICIPATED VOLUME

SHIPPING	INBOUND	OUTBOUND
Packages/Boxes	_____	_____
Display Cases	_____	_____
Pallets	_____	_____

COPYING & PRINTING		
Black and white copies	_____	<div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>Volume pricing discounts are available. We will meet any competitor's price.</p> </div>
Color copies	_____	
Black and white prints	_____	
Color prints	_____	
High gloss	_____	
Card stock	_____	

DOCUMENT SERVICES	
Flyers	_____
Brochures	_____
Postcards	_____
Business cards	_____
Letterhead / stationery	_____
Prints / posters	_____
Invitations / announcements	_____
Bound presentations	_____
Stapled sets	_____
Manuals	_____
Labels	_____
Laminating	_____
Scanning	_____
Faxing	_____
Shredding	_____

Shipping Label

Guest Name / Program Name & Guest Arrival Date (if known)

Hotel Name

Hotel's Street Address

Hotel's City, State and ZIP

Package _____

_____ **of** _____

Re: _____

Convention Name / Program Event Name

Credit Card Authorization Form

PLEASE COMPLETE THIS AUTHORIZATION AND RETURN TO PENFIELD'S OFFICE.
All information will remain confidential.

Cardholder Name _____

Billing Address _____

Credit Card Type
 Visa MasterCard Discover American Express

Credit Card Number _____

Expiration Date _____

Card Verification Value (CVV, last 3 digits on the back card) _____

Amount to Charge: \$ _____ (USD)

I authorize Penfield's Office to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder, sign and date below:

Signature _____

Date _____

**Once signed, return the completed form by email to agable@penfields.com
or by fax to (512) 610-3251.**