



## Shipping/Receiving Information

### INCOMING SHIPMENTS

#### **SHIPPING TO PALM BEACH COUNTY CONVENTION CENTER**

**TARGET YOUR SHIPMENTS TO ARRIVE AT THE  
PALM BEACH COUNTY CONVENTION CENTER**

on or after

**SATURDAY, APRIL 5, 2025**

#### **CONVENTION CENTER SHIPPING ADDRESS**

TRENDZ Show

Your Name, Corporate Name and Booth # If Available

Palm Beach County Convention Center

650 Okeechobee Blvd.

West Palm Beach, FL 33401

If you plan for your shipment to arrive **BEFORE SATURDAY, APRIL 5, 2025**  
please contact and make arrangements for their receipt with

**Delivery and Warehousing Solutions**

**1601 Hill Ave Ste D**

**West Palm Beach, FL 33407**

**Ph 561-842-0044**

**E-mail [deliveryrelocate@comcast.net](mailto:deliveryrelocate@comcast.net)**

**WE DISCOURAGE SHIPPING TO YOUR HOTEL**

**However, if you decide to do so, please be aware of the following:**

- Hotel must be advised at least one week in advance of your shipment.
- Packages must include 1) name of guest; 2) date of arrival; and 3) number of items.
- **Shipment can arrive no earlier than SATURDAY, APRIL 5, 2025.**
- Your hotel accepts no responsibility or liability for the delivery, security, or condition of package.
- Delivery of packages to the Convention Center is the guest's responsibility. Hotel is not liable for delivery.



## Shipping/Receiving Information

### MATERIAL HANDLING FEE

A \$75 material handling fee will be charged to all large shipments that require a forklift or pallet jack, such as:

- Pallets
- Crates
- Containers

This is an in-house TRENDZ fee for each pallet, crate, or container and is separate from any third party shipping, handling, or storage fee.

The \$75 material handling fee includes the following services:

- Receipt of inbound shipment from convention center loading dock.
- Shipment placement inside the exhibitor's booth before move-in up day.
- Removal and storage of empties before the start of the show.
- Return of empties back to the exhibitor's booth at the end of the show.
- Placement of outbound shipment on the loading dock for carrier pickup.

Please note the following important details:

- Exhibitor empties will not be released until the show closes and will be delivered in no specific order.
- Exhibitors are responsible for properly labeling empty containers, crates, and pallets with company name and booth number for storage collection before the start of the show.
- Exhibitors are responsible for packing, scheduling, labeling and preparing shipment for outbound delivery.

The \$75 material handling fee does not apply to:

- Standard shipments, such as parcels, letters, or packages.
- Boxes weighing less than 100 lbs.

Material handling fee discounts:

- \$25 discount will be offered if shipping info is submitted by **March 24<sup>th</sup>**. (Please see Shipping Information Submittal Form on the next page).
- \$25 discount will be offered to exhibitors who store their own empties.
- \$50 discount will be offered if shipping with **Delivery and Warehousing Solutions**.

**PLEASE CONTACT**  
**Delivery and Warehousing Solutions**  
**FOR THE FOLLOWING SERVICES**  
Local Pickup & Delivery of Freight  
Fulfillment & Storage

**Delivery and Warehousing Solutions**  
1601 Hill Ave Ste D  
West Palm Beach, FL 33407  
Ph 561-842-0044  
E-mail [deliveryrelocate@comcast.net](mailto:deliveryrelocate@comcast.net)  
Hours: Monday-Friday 8am-4pm



## Shipping/Receiving Information

### SHIPPING INFORMATION SUBMITTAL FORM

**FOR PALLET, CRATE, OR CONTAINER SHIPMENTS ONLY!**

Exhibitor name, corporate name and booth # if available:

Number of pallets, crates, or containers being shipped:

Name of shipping company:

Date of expected arrival:

Please submit this information by  
**Monday, March 24<sup>th</sup>**  
to receive a **\$25 discount** off your material handling fee.

Please email this form to **John Palmese at [john@trendzshow.com](mailto:john@trendzshow.com)**  
and contact John with any shipping or material handling fee questions.