

ANTHROCON DEALERS SHIPPING THEIR ITEMS OUTBOUND THRU APA EXPO SERVICES:

APA WILL NOT BE SHIPPING OUT SMALL PACKAGES USING YOUR CREDIT CARD IN 2025.

ANY SMALL PACKAGE ITEMS MUST BE LABELED WITH THE OUTGOING ADDRESS AS WELL AS THE PREFERRED SHIPPING COMPANIES PREPAID OUTGOING LABEL.

FOR EXAMPLE, IF UPS OR FED-EX GROUND IS YOUR PREFERRED CARRIER OUTBOUND, PLEASE HAVE YOUR PRE-FILLED UPS OR FED-EX GROUND LABEL ATTACHED TO YOUR PACKAGE BEFORE WE COLLECT THEM FOR THE OUTBOUND SHIPMENT.

AGAIN- WE WILL NOT BEING USING THE CREDIT CARD ON FILE FOR ANY OUTGOING SHIPMENTS.

THE CREDIT CARD ON FILE WILL JUST BE USED FOR THE APA CHARGES.

UPDATE YOUR EXHIBIT :

ANTHROCON provides the following for each 'Single' Table:

(1) - 8ft x 30" Table with a Plastic Top

(2) - Contour Chairs

If you would like to upgrade any of that equipment, please EMAIL INFO@APAEXPO.COM or call 412-681-3110. 8AM-4PM EST. Thank You.

CREDIT CARD INFORMATION:

CHARGE TO THE FOLLOWING CREDIT CARD:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

CARD NUMBER:

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SECURITY CODE:

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EXPIRATION DATE (00/00):

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3 DIGITS ON REVERSE
SIDE OF V/MC
4 DIGITS ON REVERSE
SIDE OF AMEX

**I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED APA
PAYMENT POLICY AND APA TERMS & CONDITIONS OF CONTRACT.**

PRINT CARDHOLDER STREET ADDRESS

X

CARDHOLDER SIGNATURE

CITY / STATE / ZIP CODE

PRINT CARDHOLDER NAME

DATE

SHOW NAME: Anthrocon 2025
SHOW DATES: July 3-6, 2025
COMPANY NAME:
TABLE #:
CONTACT NAME:
PHONE #:

PAYMENT MUST ACCOMPANY ORDER FORM
DISCOUNT DEADLINE DATE: **June 30, 2025**

PLEASE INDICATE SERVICE REQUESTED WITH AN "X" IN THE APPROPRIATE BOX

☐ **SERVICE A**

ADVANCE RECEIVING AT APA WAREHOUSE FOR SHIPMENTS OVER 35 LBS.

- Receive & store equipment up to 4 weeks prior to the show dates (no loose material)
- 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 8AM - 4PM. Surcharges may apply for off target deliveries.

ADVANCE DISCOUNT RATE: \$65.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)

STANDARD RATE: \$80.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)

☐ **SERVICE B**

DIRECT SHIPMENT TO SHOW SITE OVER 35 LBS.

- 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: \$68.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)

☐ **SERVICE C**

- ☐ **Advanced Warehouse Delivery**
- ☐ **Show Site Delivery**

SMALL PACKAGE RATE DESIGNED FOR SHIPMENTS UNDER 35 LBS.

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

STANDARD RATE: \$35.00 / PIECE + 7% SALES TAX (35 LBS MAXIMUM)

SHOW NAME: Anthrocon 2025

SHOW DATES: July 3-6 2025

COMPANY NAME:

TABLE #:

CONTACT NAME:

PHONE #:

(PLEASE COMPLETE):**OUTBOUND SHIPPING INFO**

SHIPPING FROM	SHIPPER / EXHIBITOR NAME	
	BILLING ADDRESS	
	CITY / STATE / ZIP	
	PHONE NUMBER	

SHIPPING TO	COMPANY NAME	
	DELIVERY ADDRESS	
	CITY / STATE / ZIP	
	ATTN	
	PHONE NUMBER	
	SPECIAL INSTRUCTIONS	

EXHIBITORS ARE RESPONSIBLE FOR:

- PACKING & LABELING THE SHIPMENT
- RETURNING THE COMPLETED BILLS OF LADING TO THE SERVICE
- DESK CONTACTING YOUR CARRIERS WITH PICK UP GUIDELINES AND TIMES

CHECK METHOD OF SHIPMENT**UPS:**

ACCT#: _____

- ☐ NEXT DAY
☐ 2ND DAY
☐ GROUND 5-7 DAYS

FED EX:

ACCT#: _____

- ☐ NEXT DAY
☐ 2ND 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: _____

IMPORTANT NOTES

- 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 & OUT BOUND 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. EXHIBITORS WILL BE RESPONSIBLE FOR ADDITIONAL CHARGES.
- 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. EXHIBITORS WILL BE RESPONSIBLE FOR ADDITIONAL CHARGES.
- ALL OUTGOING MATERIALS WILL BE SHIPPED COLLECT UNLESS OTHERWISE INSTRUCTED.



RUSH

DEADLINE DATE: **MONDAY JUNE 30, 2025**

ANTHROCON 2025
APA EXPOSITION SERVICES
204-A SCHREIBER INDUSTRIAL PARK
NEW KENSINGTON PA 15068
WAREHOUSE

TO: _____

TABLE # : _____ # OF PCS. _____ OF _____

CARRIER: _____

Please use the labels below for any advanced or direct shipments handled by APA Exposition Services. Feel free to copy them as needed.

SHIPPING LABELS



RUSH

DEADLINE DATE: **WEDNESDAY JULY 2, 2025**

ANTHROCON 2025
DAVID L LAWRENCE CONVENTION CENTER
1000 FT DUQUESNE BLVD
PITTSBURGH PA, 15222
HALL B

SHOW SITE

TO: _____

TABLE # : _____ # OF PCS. _____ OF _____

CARRIER: _____

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