

EYE BEAM EVENT SERVICES, INC. VENDOR SHIPPING SERVICES

For Trade Show Vendor Equipment

OVERVIEW

Eye Beam Event Services, Inc. is pleased to provide for services to support vendors in achieving its goals for improving customer satisfaction by providing equipment shipment receiving, delivery and return support for trade shows. We have partnered with dozens of small businesses throughout the Northwest—businesses committed to improving the customer experience through convenience, accuracy of orders, and timely delivery.

Requirements for Receiving Equipment at Eye Beam for Delivery to Event

- Equipment will not require the service of a forklift
- Equipment is crated, packaged or self-contained
- Equipment is clearly marked with the name of the Booth Participant and Representative
- Equipment is clearly marked with the event's booth number
- Supply Shipping Company information, number of items and arrival date

Requirements for Equipment Return Shipping to Vendor

- Equipment is repackaged for shipping by vendor
- Arrangements are made by Vendor to have Item(s) picked up by Shipping Company at our warehouse
- Pre-paid Shipping Label is Attached to Container by Vendor
- Shipping Company Pickup Date

The Solution

- We will accept delivery of your equipment from a pre-arranged shipping company and transport containers to the event venue and then deliver item(s) to your booth. We will not unpack or set-up shipped equipment.
- We will pick up equipment after it is repackaged for transport by the booth representative and has the proper Prepaid Return Shipping Label visibly affixed and transport it back to our warehouse for pick-up by your pre-arranged shipping company.

Timeline for Execution

You should plan to have your items **delivered to our warehouse at least 5 Days prior to the Event Set-up Date and plan to have the return pre-paid shipping date scheduled for at least 2 days after the Event Tear Out Date** to allow for return to Eye Beam's warehouse facility.

Shipping Address

Eye Beam Event Services, Inc.
2611 W. 5th Avenue, Suite C
Eugene, OR 97402-2794

PRICING

The following table details the pricing for delivery of the services outlined in this document:

Services Cost	Price
Items are charged a one-time charge by the pound (That price is all inclusive and covers to and from show to warehouse, handling and booth delivery).	\$1.00 per pound

CONCLUSION

We look forward to working with vendors and supporting your efforts to improve your sales with our support services.

If you have questions about our services, feel free to contact Allen Stewart at your convenience, by email at rentals@eyebeamevents.com or by phone at (541) 726-8803. We look forward to your business.

Thank you for your consideration,

Rudolph C. Fox
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