



Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service



Hear what customers say about us:

“VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn’t fulfill.”

-Jett Porter, VT Miltope

“I just wanted to thank you again for all of the industry advice and help you provide. You really do “go the extra mile” for us and I appreciate the GREAT service I always get from CTFS...”

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today:

866-493-7447



Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

*Some restrictions apply.

CTFS, Inc.

1325 Wilkes Street
Alexandria, VA 22314

Phone: 703.518.4720

Fax: 703.518.4729

E-mail: sales@ctfshows.com

www.ctfshows.com



BEAR DOWN AND PRINT ALL LETTERS THIS IS A 4 PLY FORM.



**Convention and Tradeshow Freight Specialists, Inc.
t/a World Express**

Mailing Address
P.O. Box 4668
Alexandria, VA 22303
(703) 518-4720

FAX: (703) 518-4729
www.ctfshows.com

Airport Office
1325-B Wilkes Street
Alexandria, VA 22314
(703) 518-4720

BILLED AT DCA	AIRBILL NUMBER		
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PLEASE REFER TO ENTIRE NUMBER			
DATE	ORIGIN CODE	DEST. CODE	VIA

SHIPPER				COMPANY SHIPPING TO															
PICK-UP ADDRESS				ADDRESS															
CITY			STATE	ZIP	CITY			STATE	ZIP										
PERSON TO CONTACT				PHONE #	NAME OF SHOW						PHONE #								
NAME OF SHOW		COMPANY EXHIBITING		BOOTH #	DRAYAGE CONTRACTOR			COMPANY EXHIBITING		BOOTH #									
PERSON AT SHOW				CELL PHONE #	PERSON TO CONTACT			PERSON AT SHOW		CELL PHONE #									
CREDIT CARD NUMBER				EXP	CCV	REQUESTED DELIVERY DATE													
NAME ON CREDIT CARD				E-MAIL				DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT			
								PCS	L	W	H	PCS	L	W	H	PCS	L	W	H
BILLING ADDRESS				PHONE															
CITY			STATE	ZIP															
Priority <input type="checkbox"/>		Standard 2 Day <input type="checkbox"/>		Deferred 3-5 Day <input type="checkbox"/>		Special Pickup <input type="checkbox"/>			Special Delivery <input type="checkbox"/>										
						AM <input type="checkbox"/> PM <input type="checkbox"/>			AM <input type="checkbox"/> PM <input type="checkbox"/>										
NO. OF PCS. TOTAL	DESCRIPTION OF PIECES - NATURE OF CONTENTS MARKS AND NO.'S				<input type="checkbox"/> CO. CHECK OK				<input type="checkbox"/> CERTIFIED CHECK ONLY				F.C.C.O.D. \$						
	___ CARTONS OR BOXES ___ VINYL CASES OR TRUNKS ___ WOODEN CRATES ___ FLAT PIECES OR TUBES ___ SKIDS OR PALLETS ___ OTHER:				WEIGHT		RATE SCALE		WT. RATE										
							← ACTUAL WEIGHT		PICK UP										
							← DIM. WT.		DEL.										
SPECIAL INSTRUCTIONS				<input type="checkbox"/> INSURANCE \$				INS.											
Show Opens Date Time								← SPECIAL SERVICES				SPEC'L							
Show Closes Date Time												FUEL SURCHG.							
CTFS Will be Returning Shipment at Close of the Show Yes <input type="checkbox"/> No <input type="checkbox"/>																			
BUSINESS HOURS _____				PICK-UP DATE _____															
<small>In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than 50¢/lb. or \$50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CTFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CTFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CTFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1½% of the shipper's outstanding balance or \$20/month, whichever is greater, shall be charged for each month or part thereof that the account remains outstanding. If the account is not paid within 30 (thirty) days of its due date, then CTFS, Inc. shall assign said account for collection and, in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CTFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. If any legal action is taken to enforce any provision of the agreement, it shall be commenced and maintained in Alexandria, Virginia. By execution hereof, the undersigned directly, or through his signing agents, agrees to the above terms as well as those stated on the reverse side hereof.</small>				REMIT PAYMENT TO: Convention and Tradeshow Freight Specialists, Inc. P.O. BOX 4668 ALEXANDRIA, VA 22303 (703) 518-4720				ADD'L CHARGES											
								SUB TOTAL											
								TOTAL											
X X X				X				BILLED AT DCA				AIRBILL NUMBER							
DATE				TIME				<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.											