



If you need to freight handling services for your upcoming tradeshow conference:

Please ship your packages to:

1220 Capital Drive SW Cedar Rapids, IA 52404 (BUILDING #4) . Attention "Troy Albaugh". Also please send an email to [Office@RandEvents.com](mailto:Office@RandEvents.com), notifying us of your shipment. Please provide the name of your company booth and address for billing.

Customers may start shipping items 3 weeks prior to the show date.

*(All packages and freight must be pre-paid. Customer must supply the UPS or Fedex account information and the address to be able to ship the packages back to the required destination. R & D Events is responsible to organize and transport your packages to the venue and back. Customers are responsible for all shipping charges.)*

Rates for freight handling: Freight and packages will be \$0.75 per pound, with a minimum of the first 200 lbs. (\$150.00 min.) Please have the weights of your packages available for pre-payment with R & D Events prior to any shipments.

We look forward to assisting you with your freight shipping needs.

Thank you,

R & D Events staff