



**MONTANA TELECOMMUNICATIONS ASSOCIATION**  
**39th Annual MTA Showcase**

**SHIPPING INFORMATION**  
**PILLAR EVENT SERVICES**

PILLAR EVENT SERVICES will start to accept shipments of displays or products for the Montana Telecommunications Association (MTA) Showcase starting from **November 15th through November 29th**. *Shipments received after this date may incur a late charge.* Your shipment will be placed in your booth prior to set-up on Tuesday, November 30<sup>th</sup>. The charge for this service is \$25 per 100 pounds (with a \$50 minimum charge). Outbound shipping will be a flat fee of \$25. Invoices will be emailed directly from Pillar Event Services by the end of the show and payments can be made online by credit card. Pillar Event Services accepts all major credit cards. Please note that Pillar Event Services cannot accept any shipments that require a forklift or any single item weighing more than 150 pounds (see the box on Page 2).

**SHIPPING LABEL** for Pillar Event Services Shipments (FedEx and UPS only – other carriers, call Pillar Event Services for shipping instructions; 406-861-3931)

Company Name \_\_\_\_\_  
Booth # \_\_\_\_\_

**c/o Pillar Event Services – Amanda Sanderson**  
**4538 Toyon Dr.**  
**Billings, MT 59106**

Please Email the following information to: [pillareventservices@gmail.com](mailto:pillareventservices@gmail.com)

Company Name and Contact \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Authorization \_\_\_\_\_

Number of Pieces Arriving \_\_\_\_\_ Approx. Weight \_\_\_\_\_

Carrier and tracking # \_\_\_\_\_

Description of Shipment \_\_\_\_\_

**[ ] Please check box if you need outbound shipping**

**RATE SCHEDULE:** The rate for our complete drayage service is \$25.00 per 100 pounds, with a \$50 minimum charge. Outbound shipping will be a flat fee of \$25. Reminder: Pillar Event Services cannot accept shipments that require a forklift or any single item weighing more than 150 pounds (see the box on Page 2). This rate includes all of the following services:

1. Receipt of shipments and up to 14 days storage in advance of set-up date.
2. Delivery to booth.
3. Assistance to exhibitors in tracking shipments
4. Removal of shipments from booth and reloading same on outgoing carriers.

The above rates apply for shipments in the reverse movement at the conclusion of the show. **Please bring shipper numbers or pre-printed labels.**

**OUTBOUND SHIPMENTS:** At the conclusion of the show, Pillar Event Services will be available to answer questions. **DO NOT ABANDON YOUR EXHIBIT UNTIL** your materials have been carefully crated, and each item has a proper shipping label.

If additional information is desired, contact Pillar Event Services (406) 861-3931 or by Email at: [pillareventservices@gmail.com](mailto:pillareventservices@gmail.com).

**INSURANCE:** Pillar Event Services is not responsible for damage to uncrated and/or unskidded exhibit material, or for concealed damage to material. After exhibit or when exhibit materials are placed in the booth, Pillar Event Services will not be responsible for condition, count, or content, or for disappearance of material at the conclusion of the exposition before it is picked up for reloading. Therefore, please make certain that all of your exhibit materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth, and for the duration of the show.

Pillar Event Services agrees to handle all shipments with normal, reasonable care and is not responsible for ordinary wear and tear or for damage due to fire, theft, windstorm, vandalism, acts of God, or other causes beyond its control, or requiring the exercise of more than reasonable care.

**For shipments requiring a pallet jack or a single item weighing more than 150 pounds, you must arrange to have your shipment delivered to the hotel direct. It is the responsibility of the motor carrier to furnish a pallet jack for the shipment. Please make sure your carrier does indeed have a pallet jack BEFORE shipment is arranged. Shipments sent to the hotel must be identified by the vendor name and booth number. Please contact Sara Hillner at the Billings Hotel for questions. 406-867-8239.**

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