



**The American Hockey Coaches Association**  
Founded in 1947  
[www.ahcahockey.com](http://www.ahcahockey.com)

**2011 Show At the Naples Beach Hotel and Golf Club**

**SEND YOUR ADVANCE SHIPMENTS TO:**

**UPS FREIGHT SERVICE CENTER**

1660 Benchmark Avenue  
Fort Myers, FL 33905-4900

Phone: 800-333-7400

Fax: 239-334-6183

Mark your Shipments:

***"2011 HOCKEY COACHES SHOW"***  
***"Your Company Name and Your Name"***

**Ship to arrive between 04/04/11 and 04/26/11**

Because of storage limitations on site, the Hotel has contracted Diamond Management Group and UPS FREIGHT as the exclusive shipping vendor for the 2011 Hockey Coaches Show. Any shipments sent directly to the resort or through any other vendor will be handled by Diamond Management Group and UPS FREIGHT according to the terms below and said party shall be liable for those charges. .

The Hotel has contracted with **Diamond Management Group and UPS FREIGHT** to:

1. Receive your freight between **4/04/11** and **4/26/11**, and store your crated and boxed materials at the **UPS FREIGHT** warehouse for delivery to The Naples Beach Hotel and Golf Club.
2. By 4:00 PM on Thursday, **4/28/11**, **UPS FREIGHT** will deliver your freight to the Hotel where Hotel staff will transport it from the drop off area to your booth.
3. After your set up, The Hotel will collect your empty shipping containers, and deliver them to **UPS FREIGHT**, for storage during the Show.
4. **By 2:00 PM on 04/30/11**, **UPS FREIGHT** will bring back your empty shipping containers to the Hotel and Hotel staff will bring them to your booth for tear down. After tear down, the Hotel will deliver your re-crated and boxed materials to the shipping dock for delivery back to the **UPS FREIGHT** warehouse. **UPS FREIGHT** will hold your freight for outbound delivery. (Diamond Management will help you arrange for your out-bound freight).
5. After tear down, the Hotel will deliver your re-crated and boxed materials to the shipping dock for delivery back to the **UPS FREIGHT** warehouse. **UPS FREIGHT** will hold your freight for outbound delivery. (Diamond Management will help you arrange for your out-bound freight).
6. Labor assistance beyond dropping off and picking up of goods at your booth can be arranged through the hotel set-up department at a rate of \$25.00 per hour, one hour minimum, and is based upon availability.

**The material handling / drayage charge for the above is:**

**\$125.00 per 100 lbs. of freight that you send to the UPS FREIGHT SERVICE CENTER,**



**OR**

**\$150.00 per 100 lbs. if shipped to the Hotel,**

There will be a 100-pound minimum charge, and the charges will be in 100-pound increments. All Shipments must be prepaid - no collect shipments will be accepted. Shipments received by UPS FREIGHT prior to 04/12/10 will incur a \$5.00 per 100 pounds charge. Shipments received after 4/27/10 will be stored up to 19 days, awaiting your instructions for out bound shipment. Afterwards, special handling charges will apply. Standard freight handling and liabilities policies apply. There will be additional charges for special handling if necessary. If you require excess liability coverage, or if your freight requires special handling, or if your freight may be easily damaged, or may damage other property or persons, then please contact **Diamond Management at 781 665 9647** or [diamondmanagement@comcast.net](mailto:diamondmanagement@comcast.net) prior to shipping. UPS FREIGHT Standard Freight insurance applies.

**Please use the fax order form on the reverse side to give us your intentions.**



**The American Hockey Coaches Association**  
 Founded in 1947  
[www.ahcahockey.com](http://www.ahcahockey.com)

**MATERIAL HANDLING / DRAYAGE ORDER FORM FOR**

**Materials for Delivery to your Booth for the  
 2011 AMERICAN HOCKEY ASSOCIATION SHOW**

Because of storage limitations on site, the Hotel has contracted Diamond Management Group and UPS FREIGHT as the exclusive shipping vendor for the 2011 Hockey Coaches Show. Any shipments sent directly to the resort or through any other vendor will be handled by Diamond Management Group and UPS FREIGHT according to the terms below and said party shall be liable for those charges.

**PLEASE PLACE YOUR DRAYAGE ORDER HERE AND FAX TO: 781 665 9111**

Drayage Order for:

**UPS FREIGHT**

Diamond Management / VAL-TEST

**Naples Beach Hotel**

Our Materials are for:

**“2011 Hockey Coaches Association Show”**

On \_\_\_\_\_ (approx. shipping Date), we shipped \_\_\_\_\_ (number) containers that weighed a total of \_\_\_\_\_ lbs., via \_\_\_\_\_ (name of the shipper). We wish to have Diamond Management deliver our freight to our booth, and provide such other Drayage services that are available. The fee for this is \$125.00 per 100 lbs. (100 lbs. minimum in 100 lb increments), the total drayage charge for this is: \_\_\_\_\_. (This is what you are being billed for).

Labor assistance beyond dropping off and picking up of goods at your booth can be arranged through the hotel set-up department at a rate of \$25.00 per hour, one hour minimum, and is based upon availability. I need \_\_\_\_\_ (hours) of labor assistance at \$25.00 per Hour. The total charge for Labor will be \_\_\_\_\_.

**I agree to cash terms of net 10 days and a 1.5% per month late fee.**

Company Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

Company Billing \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Fax or Mail this completed form to:**

**Diamond Management Group**

PO Box 760958

Melrose, MA 02176

Phone: 781 665 9647

**Fax: 781 665 9111**

[diamondmanagement@comcast.net](mailto:diamondmanagement@comcast.net)

**Exhibit Booth Rental Fee:**

The exhibit rental fee of \$100.00 includes (1) 10' x 4' pipe & draped booth, (1) 8' skirted table, (1) chair.

**Diamond Management/Val-Test will invoice you for your Drayage & Exhibit booth rental fee.**

**This Agreement must be made prior to booth set up.**