



# RICHWAY & FUJI BIO INC.

## TRADE SHOW – FREE SHOW SHIPPING

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### REQUIREMENTS & INSTRUCTIONS

Orders requesting the free show shipping discount must meet the following requirements.

#### Show Requirements:

1. The show must be held within the United States or Canada.
2. The total show booth fees must cost at least \$200 USD.
3. The show information (name, date(s), and location of show) must be listed on the internet, so it may be verified by Richway.
4. If other Independent Sales Associates will attend the show with you, they must be listed on the application.
5. Provide **(1) Show registration (2) Proof of payment (3) Completed “Trade Show – Free Show Shipping” form** to Richway ([orders@richwayusa.com](mailto:orders@richwayusa.com)) 1 week before the show.
6. Inform your MD 1 week before the show.
7. Inform your MD of the Free Shipping Report, no later than 7 calendar days from the show's end date.
8. Richway Policies are to be honored, including not advertising discounted pricing or free shipping on any types of media (website, social media, email newsletters, etc.). Violations of Richway's Policies will disqualify you from receiving free show shipping and will result in Richway enforcing corrective measures.

#### Order Requirements:

1. Order(s) shipping to an address within the United States or Canada receive free shipping. Order(s) shipping outside these areas must pay the difference for international shipping (based off US shipping fee). Please request international quote prior to submitting order(s).
2. “Pre-ordering” for customers before a show is not allowed.
3. Order(s) must be submitted via Richway BackOffice, fax, or email, no later than 7 calendar days from the show's end date.
4. Each order form should have the following statement listed in the Item Description section with the italicized information filled in: “Free show shipping – *Show name, date, location (city, state), and Managing Director (MD) number*”.

#### Order Instructions:

1. Submit **(1) Show registration (2) Proof of payment (3) Completed “Trade Show – Free Show Shipping” form** to Richway ([orders@richwayusa.com](mailto:orders@richwayusa.com)) 1 week before the show.
2. Orders will not be eligible for free show shipping if the proper documents have not been submitted.
3. Be sure to include the names of all ISA's participating in the show with you.
4. For an order to be eligible for free show shipping, the Sponsor of the order must be a participating ISA which was indicated on the “Trade Show – Free Show Shipping” form.
5. Richway BackOffice Orders – Orders for free show shipping must state “Free show shipping – *Show name, date, location (city, state), Managing Director (MD) number*” in the Special Shipping Instructions section.
6. Offline Orders (fax, email, mail) – Orders for free show shipping must state “Free show shipping – *Show name, date, location (city, state), and Managing Director (MD) number*” in the Item Description section.



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**APPLICATION FORM**

**ISA INFORMATION** PLEASE TYPE OR PRINT CLEARLY

<b>NAME</b> (Last, First, Middle Initial or Company Name)	<b>RICHWAY ID NUMBER</b>
<b>MD NAME</b>	<b>MD NUMBER</b>
<b>NAME OF SHOW</b>	<b>DATE(S) OF SHOW</b>
<b>LOCATION (CITY, STATE)</b>	<b>BOOTH FEE</b>
<b>WEB LINK OF SHOW</b>	
<b>NAMES OF ANY ISA'S ATTENDING WITH YOU WHO WILL PLACE FREE SHIPPING ORDERS</b>	
1)	
2)	
3)	
4)	

By signing below, I acknowledge that I understand and will abide by the guidelines to qualify for the free show shipping discount.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_