



SHIPPING ARRANGEMENTS

Please be advised of the following charges if you are shipping your boxes by Federal Express, UPS, or any other shipper:

- (1) Conference Center Account:
Delivery Charge + 25% Surcharge
- (2) Client Account/Third Party Billing
\$3.00/per package (to be paid in advance)

PLEASE COMPLETE THE FOLLOWING IF YOU WILL BE SHIPPING MATERIALS

Event Date: _____

Client Name: _____

RETURN SHIPMENT INFORMATION (PACKAGES WILL NOT BE SHIPPED TO P.O. BOXES)

Company Name: _____

Attention: _____

Street Address: _____

State, City, Zip: _____

Phone Number: _____

Freight Company: _____ UPS _____ FED EX _____ Other

Service: _____ Ground _____ Next Day _____ Other

Number of boxes to be shipped: _____ Weight: _____

PACKING GUIDELINES FOR RETURN SHIPMENTS

- SEAL or TAPE and LABEL all packages.
FILL OUT the air bill, shipping record, or the appropriate call tag for each package.
- Please leave boxes (which are to be shipped) at your registration area.
- IMPORTANT:
 - Non-compliance of the above mentioned requirements will delay delivery to the desired destination.
 - All materials that remain at the Conference Center after the event must be picked up within three (3) working days or the Conference Center will automatically dispose of all left over materials.
 - At the conclusion of your event, please leave this completed form with your Event Coordinator.

FOR CONFERENCE CENTER USE ONLY

Date Shipped: _____ By: _____