



2024 DRAYAGE SERVICE ORDER FORM

SECTION II

Name of Event:		Date of Event:	
Company Name:		Booth # (s):	
Street Address:	City	State	Zip
Contact Name:	Phone #:	E-mail:	

SHIPMENT TO THE SHOW

Origin of Shipment: _____ Delivery Carrier: _____

Shipping Date: _____ Approximate Arrival Date: _____

Total # of Pieces: _____ Total Weight of Shipment: _____

Dimensions of Largest Piece: Height: _____ Width: _____ Length: _____ Weight: _____ Forklift Required: Yes No

OUTBOUND SHIPMENTS AT CLOSE OF THE SHOW

Outbound To _____ Via: Truck

Street Address: _____

City: _____ State: _____ Zip Code: _____

Shipper Preference: _____ Number of Pieces: _____

Description or Special Instructions: _____

Please have your on-site representative leave a bill of lading on top of the outgoing shipment cartons in their respective booths. Cartons should be sealed and clearly labeled in the exhibitor's booth.

The DECC cannot originate any UPS pick-ups. UPS must be called from company headquarters.

HANDLING RATES

All shipments require a \$45 handling fee.

INBOUND SHIPMENTS:

Number of pounds: _____ x \$0.15/pound + \$45 handling fee \$ _____

OUTBOUND SHIPMENTS:

Number of pounds: _____ x \$0.15/pound + \$45 handling fee \$ _____

Total \$ _____

PAYMENT INFORMATION

Make checks payable to: Duluth Entertainment Convention Center

Money Order # _____ Company Check # _____ Order Total: _____

MasterCard, Visa, Discover and American Express Cards Accepted

Credit Card Number: _____ Expiration Date: _____ Security Code: _____

Cardholder's Name (Please Print): _____

Authorized Signature: _____

Complete form with payment must be received 5 days prior to the first scheduled move-in day.

Any questions may be brought to the service desk on the show floor prior to the event. DECC Drayage Services will not assume liability for lost, late, or damaged freight, either inbound or outbound.