



# 2019 DRAYAGE SERVICE/FREIGHT HANDLING ORDER FORM

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Company Name \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Street Address \_\_\_\_\_ Contact Person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

## Shipments 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  Air

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 \$35 handling fee

### INBOUND SHIPMENTS

Number of pounds \_\_\_\_\_ x \$0.10/pound + \$35 handling fee \$ \_\_\_\_\_

### OUTBOUND SHIPMENTS

Number of pounds \_\_\_\_\_ x \$0.10/pound + \$35 handling fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## Payment Information

**Make checks payable to: Duluth Entertainment Convention Center – US Funds Only**

Money Order # \_\_\_\_\_ Company Check # \_\_\_\_\_

**MasterCard, Visa, Discover and American Express Cards Accepted**

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder's Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Completed 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.*