



**FREIGHT AND DELIVERY
REQUEST FORM**

1515 Auto Mall Loop
Colorado Spring, CO 80922
(719) 867-6635, fax: (719) 867-6631

NOTE: All incoming packages must be labeled with Event Name, Exhibitor Name and Booth Number.

Event Name:	Exhibitor Name:	Exhibitor Booth Number:
	Contact Name:	
	Ph:	
	Email:	
Event Dates:	Exhibitor Address:	Freight Origin: (if different than Exhibitor Address)

Shipping Method: UPS FedEx US Mail Freight Other _____

Rates and Directions: Freight over 50 lbs: All freight over 50 lbs. will be rounded up and charged at the rate of \$25.00 per every 100lbs. Freight charges include delivery to booth, storage of packaging, return of packaging to booth at close of show. Exhibitor is responsible for labeling all outbound shipments and scheduling outbound pick-ups. Bill of lading must be received at Event Services desk at close of show. All freight charges must be paid in full at close of show. Packages not labeled for outbound shipment will be assumed abandoned and will be discarded. Outbound shipments over 50 lbs. will be picked up from booth.

Directions: Freight under 50 lbs: No charge for individual packages received under 50 lbs. Packages under 50 lbs. will be received to a holding area where the exhibitor is responsible for pick-up, delivery to booth, and storage of their own packaging inside of booth. Exhibitor is responsible for labeling all outbound shipments and scheduling outbound pick-ups. Packages not labeled for outbound shipment will be assumed abandoned and will be discarded. Exhibitor is responsible for returning outbound shipments back to holding area at the close of show.

We accept Checks, Money Order, Cash or Visa/MC Cards	Estimated Weight:
Visa MC Check #	
Name on Card:	Exp:
Card Number:	Total: \$
Signature:	

Signature of Release of Liability	I accept full responsibility and liability for my shipment and hold harmless the Phil Long Expo Center regardless of the loss or damage of any packages received and/or stored by the Phil Long Expo Center.	
Print Name:	Signature:	Date: