



**FREIGHT HANDLING SERVICE ORDER FORM**

PLEASE EMAIL THIS FORM TO:  
ExhibitorServices@mayociviccenter.com

Event Name: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_  
Booth # (If Known): \_\_\_\_\_

**PLEASE READ NEXT PAGE FOR FULL SHIPPING INSTRUCTIONS**

**Deliveries TO Mayo Civic Center**

Company/Booth Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Vendor Contact \_\_\_\_\_ Vendor Phone # \_\_\_\_\_  
Origin \_\_\_\_\_ Carrier \_\_\_\_\_  
Ship Date \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_  
# of Shipments \_\_\_\_\_ # of Packages \_\_\_\_\_ Total Weight \_\_\_\_\_  
Arriving on pallet  Yes  No Forklift Required  Yes  No

**Shipments FROM Mayo Civic Center (REQUIRED)**

Today's Date \_\_\_\_\_ Date of Pick-Up \_\_\_\_\_ Carrier \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
# of packages \_\_\_\_\_ Total Weight \_\_\_\_\_  
Shipping on Pallet  Yes  No Forklift Required  Yes  No

**Waiver of Liability**

Mayo Civic Center allows shipment of materials upon Company's execution of a hold harmless agreement in favor of Mayo Civic Center. Company agrees to hold harmless, defend and indemnify Mayo Civic Center, its employees, officials, agents, successors, and assigns, from any and all actions, causes of action, claims, demands, damages, and costs arising out of or related to Company's shipment of materials to, and storage of materials in the Mayo Civic Center. Company has read and agrees to all procedures as outlined on the Freight Handling Terms & Conditions on reverse side.

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

**Payment Information <sup>1</sup>**

(Credit Card Only)

\$35 minimum plus applicable sales tax Email Address: \_\_\_\_\_

MasterCard  VISA  American Express  Discover

Address As on Card \_\_\_\_\_ ZIP Code \_\_\_\_\_ Name As On Card \_\_\_\_\_

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

Signature As On Card \_\_\_\_\_



30 Civic Center Drive SE  
Rochester, MN 55904  
Phone: 507-361-5062  
mayociviccenter.com

## FREIGHT HANDLING SERVICE ORDER FORM

- All shipments must be prepaid prior to onsite arrival.
- The Freight Handling Service Order Form must be completed and submitted prior to shipping.
- Any shipment without this form will **not** be delivered to booth until Shipping Form and form of payment is received.
- The shipments will be signed for by MCC staff and stored. **Shipments will only be delivered to booth areas once freight handling form has been received and processed by MCC staff.**
- To ensure your packages are organized for the correct tradeshow, please complete, and attach the label below to every box shipped.
- **OUTBOUND SHIPMENTS:** If vendors/exhibitors wish to ship packages from MCC,
  - Vendor/Exhibitor **MUST** make all shipping arrangements
    - Schedule Pick Up with Carrier of Your Choice (See Outbound Shipping Times)
    - Attach Bill of Lading(s) to All Shipment(s) – Each Shipment MUST have a Bill of Lading Attached
    - Complete and Attach Mayo Civic Center Outbound Shipping Form from 1<sup>st</sup> page to shipments

All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the conclusion of the event. Unless outbound storage arrangements have been made with MCC, items left behind will be treated as abandoned and disposed of at the facilities' discretion.

**Please attach a separate label to each box**

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**THIS BOX SHOULD BE HELD FOR:**

Show Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Booth #: \_\_\_\_\_

