



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

## FREIGHT HANDLING SERVICE ORDER FORM

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Booth # (if known) \_\_\_\_\_

PLEASE EMAIL THIS FORM TO:  
 ExhibitorServices@mayociviccenter.com  
 (507) 361-5062

### Deliveries TO Mayo Civic Center – Please Indicate Vendor Name on Bill of Lading(s)

Company/Booth Name \_\_\_\_\_

Email Address \_\_\_\_\_

On-Site Vendor Contact \_\_\_\_\_ On-Site Vendor Phone # \_\_\_\_\_

Origin \_\_\_\_\_ Carrier \_\_\_\_\_

Ship Date \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_

# of Shipments \_\_\_\_\_ # of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_

Dimensions of Largest Piece \_\_\_\_\_

Arriving on pallet  Yes  No Forklift Required  Yes  No

### Shipments FROM Mayo Civic Center <sup>1</sup>

Today's Date \_\_\_\_\_ Date of Pick-Up \_\_\_\_\_ Carrier \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# of Pieces \_\_\_\_\_ 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 \_\_\_\_\_

### Freight Handling Charges (Total Weight)

1 lb. to 50 lbs. - \$35	50 lbs. - 100 lbs. - \$75
100 lbs. to 150 lbs. - \$100	Over 151 lbs. – Call for pricing

### Payment Information <sup>1</sup>

(Credit Card Only)

\$35 minimum plus applicable sales tax

MasterCard  VISA  American Express  Discover

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Name As On Card

\_\_\_\_\_  
Security Code

\_\_\_\_\_  
ZIP Code

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

<sup>1</sup>Please reference the Freight Handling Terms & Conditions on the reverse side for complete information and pricing.

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- All shipments must be prepaid. C.O.D. shipments will be refused.
- All vendor/exhibitor shipments must be pre-approved with a Freight Handling Service Order Form.
- Any shipment without this form will be refused until the form is received and processed by Mayo Civic Center (MCC).
- The shipments will be signed for by MCC staff and stored. **Shipments will be delivered to booth areas if freight handling has been paid.**
- **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 Mayo Civic Center Outbound Shipping Form
    - Attach Mayo Civic Center Outbound Shipping Form to Shipment(s)
    - Complete a Freight Handling Service Order Form if not already on file
- To ensure your packages are organized for the correct tradeshow, please complete, and attach the label below to each and every box shipped.

**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 #: \_\_\_\_\_