



30 Civic Center Drive SE
 Rochester, MN 55904
 Phone: 507-361-5040
 Fax: 507-361-5070
 mayociviccenter.com

FREIGHT HANDLING SERVICE ORDER FORM

Event Name: _____

Event Date(s): _____

Booth # (if known) _____

PLEASE MAIL OR SCAN THIS FORM TO
 MAYO CIVIC CENTER, NOT THE SHOW
 DECORATOR OR PROMOTER

Deliveries **TO** Mayo Civic Center

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 ¹

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

100 lbs to 150 lbs - \$100

50 lbs - 100 lbs - \$75

Over 151 lbs – Call for pricing

Payment Information ¹

(Credit Card Only)

\$35 minimum plus applicable sales tax

MasterCard VISA American Express Discover

 Credit Card Number

 Expiration Date

 Name As On Card

 Security Code

 ZIP Code

 Signature As On Card

¹Please 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. Upon arrival, vendors/exhibitors must contact MCC staff to pick up and sign for materials in storage. **Shipments will not be delivered to booth areas.**
- If vendors/exhibitors wish to ship packages from MCC, the vendor/exhibitor must make all shipping arrangements, call carrier for pick up and bring items to the storage area, along with all instructions, i.e. carrier, date of pick up, and contact information. A Freight Handling Service Order Form must be completed 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

THIS BOX SHOULD BE HELD FOR:

Show Name: _____

Show Date: _____

Company Name: _____

On-Site Contact: _____

Booth #: _____