



SHIPPING AND RECEIVING SERVICE ORDER FORM

All items must be completed. If not applicable, please specify (N/A).

Name of Event, Company Name, Street Address, City, State, Zip

Date of Event, Booth #(s), Contact Person, Phone #

HANDLING RATES

Cartons up to 100 lbs (CWT) Receiving Inbound Cartons with Delivery to the Exhibitors' Booth, Outbound Cartons Removed from Exhibitor's Booth, Cartons in excess of 100 lbs (CWT) Receiving Inbound Cartons with Delivery to the Exhibitor's Booth, Outbound Cartons Removed from Exhibitors' Booth

INBOUND SHIPMENTS TO THE SHOW All stored packages must be requested for delivery

Deliver package to destination in vendor's absence (TLC not liable for lost, stolen or damaged shipments) Yes No, Origin of Shipment Company Name, City, State, Delivery Carrier, Shipping Date, Approximate Arrival Date

*Shipments received earlier than 2 weeks prior to the first official move-in day will incur additional charges.

of Shipments, 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 All outbound shipments must be prepaid. The User must arrange for the pick-up with a carrier, pack and label all boxes, and provide a bill of lading to The Lakeland Center.

Outbound To, Street Address, City, State, Zip, Carrier Preference, # of Pieces, Description or Special Instructions

Cartons should be sealed and clearly labeled. TLC can not originate any Carrier pick-ups. Blank Bill of Lading forms available at Service Desk.

PAYMENT INFORMATION Make checks payable to: The Lakeland Center / MasterCard, Visa, Discover and American Express Accepted

Money Order #, Company Check #, Credit Card Number, Exp Date, CC Type, Cardholders Name (Please Print), Authorized Signature

Completed form with payment must be received no later than 5 business 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 or TLC's business office.

In the event the User wishes to ship freight containing any material(s) related to the event described herein to or from (inbound or outbound) The Lakeland Center, the User will be subject to shipping charges at the prevailing published rate.

If the shipment arrives without a bill of lading, The Lakeland Center will determine the estimated weight. Shipping charges will apply to all incoming freight delivered to and/or handled by the Lakeland Center including but not limited to logging in of freight or deliverance to designated area.

Once received, only those items listed as "Pre-paid" will be delivered to the designated area. Items received with a "balance due" status will not be released until User has reconciled the account or received direct billing status from The Lakeland Center client service representative.

All outbound freight must be pre-paid. In addition, the User must arrange for the pick-up with a carrier, pack and label all boxes, and provide a bill of lading to The Lakeland Center.

User shall be responsible for any extraordinary charges related hereto not otherwise covered by the schedule of charges on a time and materials basis. User agrees to defend, indemnify and hold the Lakeland Center Harmless from all costs and expenses the Lakeland center may accrue by offering this service.

User shall be responsible for charges not paid by additional participants/exhibitors/vendors of the event.

For a schedule of charges and policies, please contact your client service representative.