



Duluth Entertainment Convention Center • 350 Harbor Drive • Duluth, MN 55802-2698 • Phone (218) 722-5573 • Fax (218) 722-4247

2012 Drayage Service/Freight Handling Order Form

Name of Event _____			Date of Event _____
Company Name _____			Booth Number(s) _____
Street Address _____			Contact Person _____
City _____	State _____	Zip _____	Phone # _____

Shipments To The Show

Origin of Shipment _____ Delivery Carrier _____

Shipping Date _____ Approximate Arrival Date _____

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

Outbound To _____ Via: Truck Air

Street Address _____

City _____ State _____ Zip Code _____

Shipper Preference _____ Number of Pieces _____

Description Or Special Instructions _____

Please have your on-site representative leave a bill of lading on top of the outgoing shipment cartons in their respective booths. Cartons should be sealed and clearly labeled in the exhibitor's booth. The DECC can not originate any UPS pick-ups. UPS must be called from company headquarters.

Handling Rates

Cartons up to 100 lbs.

Receiving Inbound Cartons with Delivery to the Exhibitor's Booth

of Cartons _____ X \$10.00/Carton \$ _____

Outbound Cartons Removed from Exhibitor's Booth

of Cartons _____ X \$10.00/Carton \$ _____

Cartons in excess of 100 lbs.

Receiving Inbound Cartons with Delivery to the Exhibitor's Booth

of Cartons _____ X \$10.00/100 lb. Increments \$ _____

Outbound Cartons Removed from Exhibitor's Booth

of Cartons _____ X \$10.00/100 lb. Increments \$ _____

Total \$ _____

Payment Information

Make checks payable to: Duluth Entertainment Convention Center

Money Order # _____ Company Check # _____

MasterCard, Visa, Discover and American Express Cards Accepted

Credit Card Number _____ Expiration Date _____

Cardholder's Name (Please Print) _____

Authorized Signature _____

Completed form with payment must be received 5 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. DECC Drayage Services will not assume liability for lost, late, or damaged freight, either inbound or outbound.