

## GTCTC Exhibitor Receiving & Storage Form

Should you require receiving/storage services and your event does not have a decorator performing this function, the GTCTC can provide these services for you. **Completion of this form, in its entirety, is required if you would like the GTCTC to handle these services.**

Please carefully review the requirements of this form. Failure to follow the procedures outlined below could result in your package(s) being turned away or returned to sender.

Event Name:	Booth #(s)
Date(s) of Event:	
Exhibiting Firm: Address: City, State, Zip:	
On-Site Representative: <i>Note: Shipments will only be released to your on-site representative, not a decorating firm</i>	
Date items expected to arrive at GTCTC:	
# of Packages (indicate approximate size & weight of each):	
<b>Courier delivering shipment:</b>	

**GTCTC HANDLING CHARGES**

Shipments held for events will be charged as follows **and will not be released until paid in full:**

<b>Standard Boxes</b>	<b>\$10/box</b>
<b>Pallets:</b>	<b>\$50/pallet</b>

These charges apply to shipments stored up to four (4) days and cover the cost of that time period. Storage of shipments beyond four (4) days will be charged at a rate of \$10/day/box and \$50/day/pallet.

<p style="text-align: center;"><b>Incoming Shipments</b></p> <p>All shipments must be <b>clearly marked</b> with the following information on the outside of the package:</p> <ul style="list-style-type: none"> <li><b>Event Name</b></li> <li><b>Event Date(s)</b></li> <li><b>Event Coordinator's Name</b></li> <li><b>Receiving Party's Name</b></li> </ul> <p><b>Liability</b> – the GTCTC will not be responsible for any damage and/or the condition of the package(s) or its contents during the shipping process. Packages will be received "As Is."</p>	<p style="text-align: center;"><b>Outgoing Shipments</b></p> <ul style="list-style-type: none"> <li>All outgoing packages must be properly labeled with billing information for the company picking up the shipment (UPS/FedEx/Trucking Firm, etc.).</li> <li>All items must be picked up day of move out or next business day.</li> <li>It is the responsibility of the shipper to arrange for a pickup.</li> </ul> <p>UPS and FedEx will dispatch couriers to our facility to pick-up, label and ship. Contact them with your account number, either personal or business, to arrange for pick-up. If an account is not already set up, they will assist the requester with setting up an account. For additional assistance, please refer to the appropriate shipping company.</p> <p><b>UPS – 1-800-742-5877      FedEx – 1-800-463-3339</b></p>
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**GTCTC will not be responsible for any shipments that do not comply with the above procedures**

<b>CREDIT CARD AUTHORIZATION</b>			
TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	CREDIT CARD #	3-Digit Security Code:	
Expiration Date:	CARDHOLDER NAME:		
(Card Holder Billing Address if different than above) ADDRESS:	I authorize GTCTC to debit my credit card for the charges listed above and for any additional charges incurred.		
CITY, STATE, ZIP: PHONE:	AUTH SIGNATURE:		
<b>For Accounting Use Only – Attach copy of receipt to this form</b>			
Business Partner # (or GTCTC Customer #400421634):			
Contract Account # (or GTCTC Contract Account #300015940):			
Sales Order #:			
Billing Document #:	Posting #:		

**Return this form to: Penny Jackowski, FAX 253-573-6605**  
(Do not email, a security measure to protect the integrity your credit card information)