

Shipments and Storage Order Form

Event Name _____ Event Date _____

Company _____ Contact _____

Address _____ City _____ ST _____

Zip _____ Tel _____ Email _____

CREDIT CARD

MasterCard Visa American Express

CREDIT CARD NUMBER

Expiration date (MMYY)								Card Security Code (CSC, CVC, etc.)				#		

Cardholder's Name (PRINT) _____

Billing Address (if different from above) _____

City _____ ST _____ Zip _____ Tel _____

Cardholder's Signature _____ Date _____

NOTE:

All shipping arrangements and package sizing must be approved in advance through your assigned MP Event Coordinator. Deliveries will not be accepted unless this form is signed above.

INBOUND SHIPMENTS & STORAGE Boxes can arrive no more than 5 days before your event date. Payment will be processed once the packages have arrived & calculated which is based on when the building receives and left up to on-site

Standard Boxes Each box to be up to 24" x 16" x 16" \$35 Per Box Per Day	Number of Days Shipment Arriving Prior to the Event	Total Cost (USD \$)
Please fill this box in _____	Please fill this box in _____	Please fill this box in \$ _____
Number of Black Rolling Cases \$50 Per Case Per Day	Number of Days Shipment Arriving Prior to the Event	Total Cost (USD \$)
Please fill this box in _____	Please fill this box in _____	Please fill this box in \$ _____
Number of Pallets/ Rolling Metal Cases \$250 Per Pallet/ Case Per Day	Number of Days Shipment Arriving Prior to the Event	Total Cost (USD \$)
Please fill this box in _____	Please fill this box in _____	Please fill this box in \$ _____
Number of Pallets/ Crates Bigger than 4' x 6' \$500 Per Pallet/Crate Per Day	Number of Days Shipment Arriving Prior to the Event	Total Cost (USD \$)
Please fill this box in _____	Please fill this box in _____	Please fill this box in \$ _____
Subtotal Does Not Include Tax + Fees	Subtotal:	\$ _____




All deliveries must be sent to the loading bay: 124 West 19th Street, New York, NY 10011

All deliveries must have this label on it in order for us to receive advanced shipments

Event Name & Date: _____

Company Name: _____

Booth Number: _____
Contact Name & Phone Number: _____

Box Number: Box _____ out of _____ Total Boxes


NOTES:

- All boxes must be scheduled for pickup during the event’s load out time. No items can be left at the venue after the event.
- Please note that a 24% service fee plus tax will be added to all shipments and storage.
- Client is Responsible for Completing Any Outstanding Balance For Any Exhibitor Shipped Items (i.e., If Shipment Form Does Not Match When Items Were Received From Operations Manager)
- Storage & shipment includes accepting, storing, and bringing the box to exhibit areas during load-in time.
- Each box must be labeled as follows: Event Name & Date, Company Name, Contact Name & Phone Number, and which box of the total number it is (e.g. Box 1 of 4).
- The Licensee hereby agrees that: 1) All Licensee and Exhibitor property, materials, boxes, pallets (hereafter, “L/E property”) must be removed by the end of the event. 2) Metropolitan Pavilion (MP) shall not be liable for loss of or damage to any L/E property, and/or the property of Licensee’s or an Exhibitor’s subcontractor(s) in storage, in transit to, or from MP’s premises. All L/E property and/or property of its subcontractor(s) shall be deemed to remain under the Licensee’s custody and control in storage, in transit to or from, and within the confines of MP’s premises even though it may at times be under the temporary control or direction of MP. MP is not liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for collateral costs, which may result from any loss or damage to L/E property that may make it impossible or impractical to exhibit said property. 3) Any L/E property remaining on MP’s premises after the event may at MP’s sole discretion be removed as abandoned and stored, sold, or disposed of in any manner. Licensee shall be responsible for all costs to remove, store, or dispose of such property. **Storage will be billed at the outlined rate per day.** MP shall not be liable for any damage, theft, casualty, or other loss that may occur to such L/E property during removal, storage, sale, or otherwise.

All shipments must be out by the end of the event, as noted above.

Email or fax this completed and signed form to your coordinator: coordinators@metropolitanevents.com / Fax 212-463-7099

Mailing address: 115 West 18th Street - 3 Floor, NY NY 10011T 212 463 0200 F 212 463 7099 www.metropolitanevents.com