



**Demers
Events
& Expo
Services**

FREIGHT & PACKAGE HANDLING FORM

Inbound Outbound

Customer's Full Name: _____

Company Name: _____

Event Name: _____

Phone Number: _____ Date: _____ Time: _____

Email: _____

For office use only:

Prepaid
 DES FedEx
 LTL

List package tracking Numbers or Package IDs:

Please Use address below when shipping or scheduling a pick up to/from Mohegan Sun

Expo Center:

Demers Events and Expo Services
 Earth Expo Center Loading / Receiving Dock 1
 ATTN: *Your Company Name/Event Name/Booth #*
 One Mohegan Sun Blvd
 Uncasville, CT 06382

Quantity:	Weight:	SKU In/Out:	Handling Fee:	Total:
	0.0 - 1.0 lb	SH100/SH150	\$25.00	
	1.1 - 10.0 lbs	SH200/SH250	\$30.00	
	10.1 - 20.0 lbs	SH300/SH350	\$40.00	
	20.1 - 30.0 lbs	SH400/SH450	\$45.00	
	30.1 - 40.0 lbs	SH500/SH550	\$55.00	
	40.1 - 50.0 lbs	SH600/SH650	\$65.00	
	50.0+ lbs	SH700/SH750	\$1.50 per pound	
	Pallet/Crate 0 - 250 lbs	SH800/SH850	\$175.00	
	Pallet/Crate 250 - 500 lbs		\$245.00	
	Pallet/Crate 500 - 1000 lbs		\$550.00	
	Pallet/Crate Over 1000 lbs		\$.75 per pound	
	- Total Number of Pieces			
			Sub Total	
			15% Deliver Charge	
			Grand Total	

Payment:

Full payment is required at the time of service (see attached CC Form), including actual Demers FedEx charges.

PLEASE CHECK THIS BOX IF YOU WOULD LIKE YOUR PACKAGES DELIVERED TO A SPECIFIC LOCATION. (A 15% SURCHARGE APPLIES FOR THIS SERVICE). PACKAGES NOT DELIVERED TO A SPECIFIC LOCATION MAY BE PICKED UP AT THE MOHEGAN SUN EARTH EXPO CENTER RED EXHIBITOR SERVICES DESK.

Delivery Location:

Customer Signature _____ Date _____

CREDIT CARD AUTHORIZATION

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your Credit Card Account.

=====
CREDIT CARD: VISA MasterCard AMEX
ACCOUNT NUMBER: _____
EXPIRATION DATE: _____
SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____
CARDHOLDER'S NAME: _____
CARDHOLDER'S SIGNATURE: _____ DATE: _____
=====

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____
Card Billing Address: _____ Authorized by: _____
City/State/Zip: _____ Signature: _____
Phone: _____ Fax: _____ Date: _____
Email Address: _____
=====

CREDIT AND PAYMENT POLICY

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
-Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
-Event site orders can be paid by cash or charged to a credit card account.
-International exhibitors must prepay all services in American funds.
-Items ordered, delivered to booth, then canceled, will not be refunded.
-Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
-By submitting this credit card authorization you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this exhibitor kit. You also knowingly authorize your show site representative to sign for charges on your behalf.
-Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
-Payment form must be received to avoid late fees.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
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www.demersexpo.com



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