



30 Civic Center Drive SE
 Rochester, MN 55904
 Phone: 507-328-2220
 Fax: 507-328-2221
 www.mayociviccenter.com

FREIGHT HANDLING SERVICE ORDER FORM

Insert Event Name Here

Insert Event Date(s)

PLEASE MAIL OR FAX THIS FORM TO
 MAYO CIVIC CENTER, NOT THE SHOW
 DECORATOR OR PROMOTER

Exhibitor Booth # _____

Deliveries TO Mayo Civic Center

Company/Booth Name _____

On-Site Vendor Contact _____ On-Site Vendor Phone # _____

Origin _____ Carrier _____

Ship Date _____ Approximate Arrival Date _____

of Shipments _____ # of Pieces _____ Total Weight _____

Dimensions of largest Piece _____

Arriving on pallet Yes No Forklift Required Yes No

Shipments FROM Mayo Civic Center ¹

Today's Date _____ Date of Pick-up _____ Carrier _____

Street _____

City _____ State _____ Zip _____

of Pieces _____ Total Weight _____

Shipping on pallet Yes No Forklift Required Yes No

Waiver of Liability

The City of Rochester allows shipment of materials to the Mayo Civic Center upon Company's execution of a hold harmless agreement in favor of the City. Company agrees to hold harmless, defend and indemnify the City, its employees, officials, agents, successors, and assigns, from any and all actions, causes of action, claims, demands, damages, and costs arising out of or related to Company's shipment of materials to, and storage of materials in the Mayo Civic Center. Company has read and agrees to all procedures as outlined on the Freight Handling Terms & Conditions on reverse side.

Authorized Signature _____ Date _____

Internal Use Only

Date Approved _____	By _____
Date Received _____	By _____
Date Removed from Storage _____	By _____
Date Shipped _____	By _____

Payment Information ¹ (credit card only) \$20 Charge

MasterCard VISA American Express Discover

 Name As On Card

Credit Card Number _____ Exp Date _____

 Signature As On Card

¹Please reference the Freight Handling Terms & Conditions on the reverse side for complete information and pricing. One hour minimum charge applies to both deliveries and shipments.



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FREIGHT HANDLING TERMS & CONDITIONS

- All shipments must be prepaid. C.O.D. shipments will be refused.
- All vendor/exhibitor shipments must be pre-approved with a Freight Handling Service Order Form.
- Any shipment without this form will be refused until the form is received and processed by Mayo Civic Center (MCC).
- The shipments will be signed for by MCC staff and locked in a storage area. Upon arrival, vendors/exhibitors must contact MCC staff to pick up and sign for materials in storage. **Shipments will not be delivered to booth areas.**
- If vendors/exhibitors wish to ship packages from MCC, the vendor/exhibitor must make all shipping arrangements, call carrier for pick up and bring items to the storage area, along with all instructions, i.e. carrier, date of pick up, and contact information. A Freight Handling Service Order Form must be completed if not already on file.
- Materials for seminars, conferences, and tradeshow will be accepted no more than three (3) working days in advance of an event, and a receiving/handling fee of \$20.00 per hour will be charged.
- To ensure your packages are organized for the correct tradeshow, please complete and attach the label below to each and every box shipped.

Please attach a separate label to each box

THIS BOX SHOULD BE HELD FOR:

Show Name: _____

Show Date: _____

Company Name: _____

On-Site Contact: _____

Booth #: _____