

Package / Box Notification Form

Deliveries will be accepted at the Convention Center April 14-17, 2008. If deliveries are made prior to this date the Convention Center can not accept shipment and will turn away any deliveries before April 14th.

When shipping directly to the center, please fill out this form and fax it to:
Conor McGarvey, Event Manager
Fax: 412-325-6190

Exhibitor Company Name: _____

On-site Contact: _____

Delivery being sent from: _____

Number and Type of Pieces: _____
If crate: please advise as to how it is sealed _____
(reason: may need to hire carpenter labor @ \$55.00/hr to open and close crate)

Carrier (UPS, Fedex, etc) _____

Shipping Label should read:
Attn: Conor McGarvey
Business of Brownfields - Booth Name
David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15222

Please label number of boxes. i.e. Box 1 of 2, Box 2 of 2

The convention center will store and deliver pieces to the exhibitor area on Tuesday, April 17th by 7:00am
The fee for storage and delivery is: Loose Boxes: \$20.00 each
Pallets (banded or shrink wrapped): \$50.00 each
Fiber Cases: \$25.00 each
Crates: \$150.00 each

If this form is not received in advance with payment, the center will charge on-site prior to delivering boxes to booth. Please see below form of payment. Purchase Orders and checks make out to SMG/David L. Lawrence Convention Center.

- Visa MasterCard American Express Discover
 Purchase Order (attach copy) Check

Card # _____ Exp. Date _____
Print Name: _____ Authorized Signature: _____