

The University cannot accept advanced shipment of materials due to space restrictions. We recommend you use Package Depot. All packages are received at the Package Depot and are delivered directly to your table prior to the event starting. If using Package Depot, please complete the form below:

Please retain this form as a receipt and fax it to 434/984-2122
Questions? E-mail 123@ivpc.net



Package Depot

2123 Ivy Road, Suite B, Charlottesville, VA 22903

TEL 434/984-2121

Your Company / Entity Name: _____

UVA Event Package Handling & Logistics Form

Event _____ Date(s) Attending _____ <i>All packages are received at the Package Depot and delivered to your table prior to the event start. All payment arrangements (forms) must be complete prior to the event.</i>	
Contact _____ Phone _____ Address _____ _____ e-mail _____	
Delivery	# Parcels to deliver to UVA _____ x \$25 per package = \$ _____ <i>(> 50 lb packages subject to additional handling charge)</i>
Credit Card # _____	Expiration Date _____
Signature/Approval _____	Print Name _____
Return/Forward Shipping <input type="checkbox"/> USE Same Credit Card for Shipping	
Destination Address _____ _____ _____	
Shipping Preference <input type="checkbox"/> Next Day <input type="checkbox"/> 2 Day <input type="checkbox"/> Ground (economy)	
<i>Shippers may use their own labels, but shipping must be paid through Package Depot. Prepaid shipping will incur handling charges.</i>	
Ship Materials To:	Package Depot – Name of UVA Event Company / Recipient Name 2123 Ivy Road, Suite B Charlottesville, VA 22903

Please see that each attendee receives a copy of this information. Thank you.