



Package Depot

2123 Ivy Road Charlottesville VA (TEL) 434/984-2121

Package Handling and Logistics Form / Invoice
Send to: packagedepot@gmail.com / fax 434-984-2122

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|---|
| Event Attending: _____ Dates: _____ |
| Your Company / Entity: _____ |
| CONTACT NAME _____ TEL _____ |
| Address: _____ |
| e-mail: _____ FAX _____ |
| # Parcels Sending: _____ (estimate OK) x \$35 each* = \$ _____ Charge |
| Credit Card # _____ Expiration Date _____ |
| Approval Signature _____ Print Name _____ |
| <small>* Packages of excess weight (>50lb.) may incur additional handling fee (Display Containers Excluded) * In order to expedite handling & Delivery to Show we request that all payment arrangements be complete <u>prior</u> to or at the event.</small> |
| RETURN / FORWARD SHIPPING # Parcels Sending: _____ |
| <input type="checkbox"/> Bill Same Credit Card <input type="checkbox"/> New CC# _____ exp _____ |
| Select Shipping Method: Next Day <input type="checkbox"/> / 2 Day <input type="checkbox"/> / Ground/Economy <input type="checkbox"/> |
| Return / Forward Address _____ _____ _____ |
| <small>Shipping labels will be distributed at the event to accommodate changes as necessary. Logistical specialists will be available at the event to handle any questions. Vendors are welcome to use their own labels for address only. All payment for return shipping must be made to Package Depot. Please call in advance if you require any special needs.</small> |
| SHIP MATERIALS / PACKAGES TO: Package Depot - (Event Name) (Company / Participant Name) 2123 Ivy Road, Suite B Charlottesville, VA 22903 |
| <small>Items may be shipped to Package Depot at your convenience. They will be delivered to your Table prior to the show with ample time to set-up. <u>We must have this form prior to receiving packages in order to process your items for delivery to the event on time.</u></small> |