



Shipping & Receiving Form

1 West Pratt Street, Baltimore, Maryland 21201, Adjacent to Room 334
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BASIC INFORMATION

Name: _____ Date: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

CREDIT CARD INFORMATION

Name on Card: _____ Expiration Date: _____

Card Number: _____ Visa MasterCard American Express

Security Code: _____ *(Three or four digit code located on the back of the card)*

SHOW & PACKAGE INFORMATION

Name of Show: _____

Date of Show: _____ Number of Boxes: _____

Carrier: FedEx UPS DHL USPS Other: _____

Date of Show/Method: *(example: Sent out on 3/15/14 ~ ground)* _____

* Packages can be picked up at the **Baltimore** Business Center located across from Room 334 at the Baltimore Convention Center. If you want them delivered to a specific location in the Convention Center, there will be a \$10 delivery charge per box/package/booth.

HANDLING FEES & INSTRUCTIONS

Receiving		Shipping-Out
<p>Receiving Fees: - \$40 per box</p> <p>There is a \$10 per day storage fee for boxes after the third day</p> <p>Cost per Pallet: \$2 per pound</p>	<p>All boxes must be labeled as follows: Baltimore Business Center 1 West Pratt Street Baltimore, Maryland 21201 c/o Name of on-site recipient Organization name and event Room location On-site contact phone number</p>	<p>Shipping Fees: -\$30 per small boxes -\$40 per medium & large boxes -\$50 per pelican cases (booth) & extra large boxes -\$60 per international boxes</p>

If you have any questions, please call: Calvin Johnson | 202.438.7272 | cjohnsoncbc@gmail.com

Disclaimer: The Baltimore Business Center and the Baltimore Convention Center are not responsible for lost, theft, or damaged packages after they are delivered to room/hall. All incoming and outgoing shipments are to be paid to the Baltimore Business Center by cash, credit/debit card and company checks; no personal checks will be accepted.

By initialing this form, you are responsible for payment: Initial: _____ Date: _____