



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)\*\*\*

Exhibitor Booth # \_\_\_\_\_

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

### 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 <sup>1</sup>

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 <sup>1</sup>

(credit card only)

**\$35 Charge** plus applicable sales tax

MasterCard  VISA  American Express  Discover

\_\_\_\_\_  
 Name As On Card

Credit Card Number \_\_\_\_\_

Exp Date \_\_\_\_\_

\_\_\_\_\_  
 Signature As On Card

<sup>1</sup> Please 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 \$30.00 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 #: \_\_\_\_\_