



701 West Lime Street
Lakeland, Florida 33815
863-834-8100
863-834-8101 (Fax)

SHIPPING AND RECEIVING SERVICE ORDER FORM

Please return all orders to: brenda.day@lakelandgov.net

All items must be completed. **If not applicable, please specify (N/A)**

Name of Event _____
Company Name _____
Street Address _____
City _____ State _____ Zip _____

Date of Event ____ / ____ / ____
Booth #(s) _____
Contact Person _____
Phone # () - _____
Email _____

HANDLING RATES

Individual Cartons

Receiving Inbound Cartons with Delivery to the Exhibitors' Booth # of Cartons _____ X \$25.00/Each Carton \$ _____
Outbound Cartons Removed from Exhibitor's Booth # of Cartons _____ X \$25.00/Each Carton \$ _____

Pallets

Receiving Inbound Pallets with Delivery to the Exhibitor's Booth # of Lbs _____ /100 (Rounded Up) X \$25.00/Each 100 lbs \$ _____
Outbound Pallets Removed from Exhibitors' Booth # of Lbs _____ /100 (Rounded Up) X \$25.00/Each 100 lbs \$ _____

Plus: Florida State Sales Tax 7% of Total \$ _____

Grand Total \$ _____

INBOUND SHIPMENTS TO THE SHOW All stored packages must be requested for delivery

Deliver package to destination in vendor's absence (TLC not liable for lost, stolen or damaged shipments) Yes No

Origin of Shipment Company Name: _____ City: _____ State: _____ Delivery Carrier: _____

Shipping Date: ____ / ____ / ____ Approximate Arrival Date * ____ / ____ / ____

*Shipments received earlier than 2 weeks prior to the first official move-in day will incur additional charges.

of Shipments _____ Total # of Pieces _____ Total Weight of Shipment _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____ Forklift Required: Yes No

OUTBOUND SHIPMENTS AT CLOSE OF THE SHOW All outbound shipments must be prepaid. The User must arrange for the pick-up with a carrier, pack and label all boxes, and provide a bill of lading to The Lakeland Center.

Outbound To _____ Via: Truck Air

Street Address _____

City _____ State _____ Zip _____

Carrier Preference _____ # of Pieces _____

Description or Special Instructions _____

Cartons should be sealed and clearly labeled. **TLC can not originate Carrier Pick-Up** Blank Bill of Lading forms available at Service Desk.

* **PAYMENT INFORMATION** Make checks payable to: **FL SME** / MasterCard, Visa, Discover and American Express Accepted

Money Order # _____ OR Company Check # _____ OR Credit Card Number _____ Exp Date ____ / ____

Credit Card Type: MC Visa Disc Amx Cardholders Name (Please Print) _____

Authorized Signature _____

Completed form with payment must be received no later than 5 business days prior to the first scheduled move-in day.

Any questions may be brought to the Service Desk on the show floor prior to the event or TLC's business office. TLC Shipping & Receiving will not assume liability for lost, late, or damaged freight, either inbound or outbound.

In the event the User wishes to ship freight containing any material(s) related to the event described herein to or from (inbound or outbound) The Lakeland Center, the User will be subject to shipping charges at the prevailing published rate.

If the shipment arrives without a bill of lading, The Lakeland Center will determine the estimated weight.

Shipping charges will apply to all incoming freight delivered to and/or handled by the Lakeland Center including but not limited to logging in of freight or deliverance to designated area.

Once received, only those items listed as "Pre-paid" will be delivered to the designated area.

Items received with a "balance due" status will not be released until User has reconciled the account or received direct billing status from The Lakeland Center client service representative.

All outbound freight must be pre-paid. In addition, the User must arrange for the pick-up with a carrier, pack and label all boxes, and provide a bill of lading to The Lakeland Center.

User shall be responsible for any extraordinary charges related hereto not otherwise covered by the schedule of charges on a time and materials basis. User agrees to defend, indemnify and hold the Lakeland Center Harmless from all costs and expenses the Lakeland center may accrue by offering this service.

User shall be responsible for charges not paid by additional participants/exhibitors/vendors of the event.

For a schedule of charges and policies, please contact your client service representative.