



# SHIPPING & FREIGHT STORAGE ORDER FORM

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**PAYMENT MUST ACCOMPANY THIS ORDER**

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**Shipping and Freight:**

Materials should be scheduled to arrive during receiving hours.

(Receiving hours: 8am to 4pm Monday through Friday only.)

**Cost:** \$50.00 per shipment. All shipments **must** be paid in advance.

- Any shipments not prepaid will be refused.
- The City of Fort Myers and Harborside Event Center are not responsible for any loss or damages, including damages incurred during shipment and/or storage.

**Deadline:**

Materials may be shipped no more than three (3) days in advance of event directly to Harborside Event Center at the address listed below. Materials should be clearly marked with the Show Name, Company Name, Booth Number, and number of pieces in the shipment. We will not be responsible for delayed delivery of shipments due to missing or delayed information.

**Terms and Conditions:**

If any of your materials are to be returned shipped, you must repackage & seal all boxes, crates, etc. with appropriate tape. A completed outbound shipping label must be attached to each carton. In addition, we require shipping instructions including: name of agent, company name, shipping company, your prepaid or direct bill number from the shipping company and number of cartons to be returned.

**FAX OR MAIL THIS COMPLETED FORM WITH ACCOMPANYING PAYMENT TO:****239-344-5962****OR****Attn: Event Services****Physical Address for all shipments:**

Harborside Event Center  
 1375 Monroe Street  
 Fort Myers, Florida 33901

**U.S. Postal Service mailing address:**

Harborside Event Center  
 Post Office Box 9204  
 Fort Myers, Florida 33902

Event name: \_\_\_\_\_ Date: \_\_\_\_\_

Company name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Phone#: \_\_\_\_\_

Title: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Payment Info:  Check  MC/ VISA/AMEX:# \_\_\_\_\_ Exp: \_\_\_\_\_

Name on card as it appears \_\_\_\_\_ Signature X \_\_\_\_\_

# Pieces in shipment: \_\_\_\_\_ Can Boxes be Stacked: \_\_\_\_\_ Special Storage Requirements: \_\_\_\_\_

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