|  |  |
| --- | --- |
| ed | **The Hotel Monteleone****c/o The UPS Store****612 Bienville St New Orleans, LA 70130** |

**Exhibitor Shipping Authorization**

**Total Number of Parcels**

**Booth #**

**Contact Name: Phone Numbers:**

Each item will be weighed to ensure accurate billing, along with DIM/WT whichever is greater.

**Handling Fee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Boxes/Cartons |  | Freight  |  |  |
| Letters/Packs | $5.00 | Crates 150lb $90 |  |  |
| 1-20 lbs. | $15.00 |  Pallets $150++ |  |  |
| 21-50 lbs. | $20.00 | X Large Quote $200++ |  |  |
| 51-75 lbs. | $30.00 |  Pallets(must be shrink wrapped |  |  |
| 76-100 lbs. | $65.00 |  Less than 200lbs) Add $1.00/lb |  |  |
| 101-150 lbs. | $75.00 |  thereafter |  |  |
|  |  |  |  |  |

**\*Labor Fee - $60/hr or portion there of/setup, etc Storage: First 3 calendar days are complimentary, each day after incurs a 20% per day storage fee.**

**Shipping: Attach Business Card**

If you have your own shipping labels with account numbers filled out, shipping will be billed according to your specifications. If you require UPS or FedEx Express labels please come to The UPS Store located in the Queen Anne Ballroom, and labels/pouches will be provided. **FedEx Ground Labels (Computer Pre-printed Shipping Labels ONLY)**

If you do not have your own account number for shipping, we can create a UPS shipping label for you.

SHIP TO:

ATTENTION: PHONE:

ADDRESS:

CITY/STATE/ZIP:

Next Day Early AM: Next Day Air: Nex Day Air Saver:

2nd Day Air: 3 Day Select: Ground:

Insurance: $ (UPS covers damage/loss up to the first $100.00)

**Billing/Payment Options:**

Customer Name:

OR

Credit Card Number:

Expiration Date: Billing Zip Code\_\_\_\_\_\_\_\_\_ **CVV**\_\_\_\_\_

Cardholder Name: Signature:

Phone Number: Date:

Email Address:

\*\*Receipts and any tracking numbers associated with shipments will be sent to the email address above\*\*