



## INBOUND SHIPPING & HANDLING INSTRUCTIONS

The Demers Audio/Visual Services (DAVS) Business Center will receive shipments and provide storage up to 14 days prior to your event. Any shipment received more than 14 days prior to your event will be subject to a storage fee, actual charge to be determined.

Your company is responsible for paying all freight charges to the freight company you will be shipping with (ie. FedEx, UPS). Collect shipments will be refused.

All shipments must be consigned to the DAVS Business Center and material handling services prepaid. Shipments sent to DAVS Business Center and CT Convention Center (CTCC) without prepaid shipping and material handling services are subject to additional handling fees. Packages can be retrieved at the DAVS Business Center, or packages can be delivered to your meeting room or booth for an additional fee. Be sure to indicate delivery location and time on the Inbound Freight and Package Handling Form.

Please include your address and email address on the Inbound Freight and Package Handling Form so that you can receive tracking information once the DAVS Business Center receives your package(s).

The Inbound Freight and Package Handling Form and full payment must be emailed to [shipping@demers-av.com](mailto:shipping@demers-av.com), prior to your package(s) arriving, for you to receive up-to-date DAVS Business Center tracking information.

Fill out and attach the enclosed label on each package you are sending to the DAVS Business Center at the CTCC. Only fill out delivery location if you have opted to have your packages delivered to a specific location, and have marked the appropriate box on the Inbound Freight and Package Handling Form.

To make arrangements for outbound shipping, please go to DAVS Business Center located on in the pre-function of the exhibition hall level (Floor 3) of the CTCC.

The Inbound Freight & Package Handling Form can also be filled out online at [ctconventions.com](http://ctconventions.com).





# INBOUND FREIGHT & PACKAGE HANDLING FORM

Customer's Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Email: \_\_\_\_\_

Carrier: \_\_\_\_\_

List package tracking numbers or Package IDs:

***Pricing is based on quantity of packages shipped in each weight range.***

QUANTITY OF PACKAGES OR PALLETS/CRATES	WEIGHT	WEIGHT RANGE	SKU IN	HANDLING FEE	TOTAL
		0.0 - 1.0 lbs	SH100	\$10.00 PER PIECE	
		1.1 - 10.0 lbs	SH200	\$15.00 PER PIECE	
		10.1 - 20.0 lbs	SH300	\$22.00 PER PIECE	
		20.1 - 30.0 lbs	SH400	\$29.00 PER PIECE	
		30.1 - 40.0 lbs	SH500	\$35.00 PER PIECE	
		40.1 - 50.0 lbs	SH600	\$45.00 PER PIECE	
		Package 50.1+ lbs	SH700	\$1.25 PER POUND	
		Pallet/Crate 0 - 250 lbs	SH800	\$125.00 PER PIECE	
		Pallet/Crate 251 - 500 lbs		\$220.00 PER PIECE	
		Pallet/Crate 501 - 1000 lbs		\$470.00 PER PIECE	
		Pallet/Crate Over 1000 lbs		\$0.50 PER POUND	
<b>= TOTAL NUMBER OF PIECES</b>				<b>SUBTOTAL</b>	
				<b>15% DELIVERY CHARGE</b>	
				<b>GRAND TOTAL</b>	

**Payment Terms:** Full payment is required at the time of service.

PLEASE CHECK THIS BOX IF YOU WOULD LIKE YOUR PACKAGES DELIVERED TO A SPECIFIC LOCATION.  
THERE WILL BE A 15% SURCHARGE ON PACKAGES THAT ARE DELIVERED TO A SPECIFIC LOCATION.

**Delivery Location:**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_



# CREDIT CARD AUTHORIZATION FORM

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval.

**CREDIT CARD:** VISA MasterCard AMEX Discover

**ACCOUNT NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**SECURITY CODE** (Visa/Master Card/Discover 3 digit # on back, Amex 4 digit # on front) \_\_\_\_\_

**CARDHOLDER'S NAME:** \_\_\_\_\_

**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_ Authorized by: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

## CREDIT AND PAYMENT POLICY

In addition to cash, check, or money order, VISA, MasterCard, Discover, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please note the following conditions:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- All services must be paid in American funds.
- By submitting this credit card authorization you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in the freight handling forms.
- You also knowingly authorize your company representative to sign for charges on your behalf.

### PAYMENT MUST BE INCLUDED WITH ALL ORDERS

Please email completed forms to [shipping@demers-av.com](mailto:shipping@demers-av.com)





Demers  
Audio  
Visual  
Services

# INBOUND FREIGHT & PACKAGE LABEL

# RUSH!

TO:

COMPANY NAME

EVENT NAME & DATE

If you would like your package(s) to be delivered to a specific location, please fill out the boxes below.

There is a 15% surcharge for deliveries.

DAVS  
FREIGHT

DELIVERY LOCATION If applicable, please provide the booth number or meeting room number.

DELIVERY DATE & TIME

c/o Demers Audio/Visual  
Services (DAVS) Business Center  
CT Convention Center  
100 Columbus Blvd.  
Hartford, CT 06103

Carrier

Number  of  pieces



Demers  
Audio  
Visual  
Services