

# Burton Manor

BANQUET AND CONFERENCE CENTER

Phone: (734) 427-9110

Fax (734) 427-9133

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## Drayage / Freight Handling

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*This form must be completed and returned prior to our receipt of any freight.*

*Payment must accompany this order form. Payments can be made by: check, cash or credit card.*

*All shipments must be addressed as follows:*

**Exhibiting Firm Name, Booth #**

**Show Name**

**C/O Burton Manor**

**27777 Schoolcraft Road**

**Livonia, MI 48150**

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Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Inbound Service

Inbound Rate: \$.30 per pound, 200 lb. (\$60) minimum charge. Outbound and all other charges are separate. There is never any overtime rate. Service includes: receipt of prepaid shipments up to 30 days prior to move-in day, delivery of shipment to booth and removal of all boxes and storage during show.

\_\_\_\_\_ lbs. estimated/actual (circle one) inbound freight @ \$.30 per lb. or minimum of \$60 \$ \_\_\_\_\_

*Please select which company you are using to ship your items:*

{UPS {FedEx {Other Courier \_\_\_\_\_ {Air Freight \_\_\_\_\_ {Motor Carrier \_\_\_\_\_

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### Outbound Service

Outbound Rate: \$.30 per lb. 200 lb. (\$60) minimum charge. Vendor must make all arrangements for outbound service. It is not the responsibility of Burton Manor. Service includes: return of boxes to booth upon completion of show and removal of shipments from booth and reloading on an outbound carrier. Please have your on-site representative verify your outbound service arrangements with our service desk prior to his/her departure from the show.

\_\_\_\_\_ lbs. estimated/actual (circle one) outbound freight @ \$.30 per lb. or minimum of \$60 \$ \_\_\_\_\_

*Please select which company you are using to ship your items:*

{UPS {FedEx {Other Courier \_\_\_\_\_ {Air Freight \_\_\_\_\_ {Motor Carrier \_\_\_\_\_

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### Credit Card Information

NAME ON CREDIT CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CSC \_\_\_\_\_

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**TOTAL: \$**

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