MetropolitanPavilion
Events&Production Services

Client Shipments and Storage Order Form

Event Name_____ **Event Date**_____

Company_____ **Contact**_____

Address_____ **City**_____ **ST**_____

Zip_____ **Tel** _____ **Email** _____

CREDIT CARD

☐ MasterCard ☐ Visa ☐ American Express

CREDIT CARD NUMBER

Expiration date (MMYY)		**Card Security Code** (CSC, CVC, etc.)	#

Cardholder's Name (PRINT) _____

Billing Address (if different from above) _____

City_____ **ST**_____ **Zip**_____ **Tel** _____

Cardholder's Signature _____ **Date** _____

NOTE: All shipping arrangements must be approved in advance through your assigned MP event coordinator. All items sent must be standard size or be approved in advance by your assigned MP event coordinator. Deliveries will not be accepted unless this form is signed above.

INBOUND SHIPMENTS & STORAGE Boxes can arrive no more than 3 days before your event date
Bulk rate is calculated at a discount for MP clients (Licensees) only. For other arrangements email your coordinator.

(1-4)____ standard boxes up to 24" x 16" x 16" @ **$20 per box, per day** …… **$** _____

(4-6)____ standard boxes @ **$100 flat bulk rate per day**…… **$** _____

____ pallet(s) of up to 14 standard boxes @ **$220 per pallet, per day**…… **$** _____

SUBTOTAL $ _____

***Please note that an 18% service fee plus tax will be added to all shipments and storage.**

***Shipment and storage rates include accepting, storing, and bringing your material to exhibit areas during your load-in time.**

***All deliveries must be sent to the loading bay:** 124 West 19th Street, New York, NY 10011

***Each box must be labeled as follows:** Event Name & Date**,** Company Name, Contact Name & Phone Number, and which Box of the total number it is (e.g. Box 1 of 4).

***The Licensee hereby agrees that:** 1) All Licensee and Exhibitor property, materials, boxes, pallets (hereafter, "L/E property") must be removed by the end of the event. 2) Metropolitan Pavilion (MP) shall not be liable for loss of or damage to any L/E property, and/or the property of Licensee's or an Exhibitor's subcontractor(s) in storage, in transit to, or from MP's premises. All L/E property and/or property of its subcontractor(s) shall be deemed to remain under the Licensee's custody and control in storage, in transit to or from, and within the confines of MP's premises even though it may at times be under the temporary control or direction of MP. MP is not liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for collateral costs, which may result from any loss or damage to L/E property that may make it impossible or impractical to exhibit said property. 3) Any L/E property remaining on MP's premises after the event may at MP's sole discretion be removed as abandoned and stored, sold, or disposed of in any manner. Licensee shall be responsible for all costs to remove, store, or dispose of such property. **Storage will be billed at the same rate per day as above**. MP shall not be liable for any damage, theft, casualty, or other loss that may occur to such L/E property during removal, storage, sale, or otherwise.

All shipments must be out by the end of the event, as noted above.

Email or fax this completed and signed form to your coordinator:
coordinators@metropolitanevents.com / Fax 212-463-7099