



Exhibitor Storage and Shipments 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 MW event coordinator. All items sent must be standard size or be approved in advance by your assigned MW event coordinator. Deliveries will not be accepted unless this form is signed above.

INBOUND SHIPPING & STORAGE Boxes/pallets can arrive no more than 3 days before your event date.
Bulk rate is calculated at a discount for MW clients only. For alternative arrangements email your MW coordinator.

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

(4-6) _____ standard boxes @ **\$125 flat bulk rate per day**..... \$ _____

_____ pallet(s) of up to 14 standard boxes @ **\$250 per pallet, per day**..... \$ _____

SUBTOTAL \$ _____

- *Please note that an 18% service fee plus tax will be added to all shipments and storage.
- *Storage and shipment rates include accepting, storing, and bringing your material to your exhibit area during your load-in time.
- *All deliveries must be sent to the loading entrance: 637 West 46th Street, New York, NY 10046.
- *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 Exhibitor hereby agrees that:** 1) All Exhibitor property, materials, boxes, and pallets ("property") must be removed by the end of the event. 2) Metropolitan West (MW) shall not be liable for loss of or damage to any Exhibitor property, and/or the property of Exhibitor's subcontractor(s) in storage, in transit to, or from MW's premises. All property of the Exhibitor and/or of its subcontractor(s) shall be deemed to remain under the Exhibitor's custody and control in storage, in transit to or from, and within the confines of MW's premises even though it may at times be under the temporary control or direction of MW. MW 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 an Exhibitor's property that may make it impossible or impractical to exhibit said property. 3) Any property remaining on MW's premises after the event may at MW's sole discretion be removed as abandoned and stored, sold, or disposed of in any manner. Exhibitor 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.** MW shall not be liable for any damage, theft, casualty, or other loss that may occur to such 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