

# Signed, sealed, delivered

## Exhibitor Shipping & Receiving Form



Name of Conference

Date of Conference

Company Name

Exhibitor Contact Name

Exhibitor Telephone Number

Exhibitor E-Mail Address

City, State & Zip Code

Estimated Arrival Date

### Shipping Contents & Pricing

1-5 lbs, \$5.00 per box

Number of boxes to be sent

2-20 lbs, \$7.00 per box

Number of boxes to be sent

21-50 lbs, \$15.00 per box

Number of boxes to be sent

51+ lbs, \$35.00 per box

Number of boxes to be sent

Case/trunk, \$35.00 each

Number of cases/trunks to be sent

Pallet, \$100.00 each

Number of pallets to be sent

Other

### Shipping Address

All boxes must be labeled as follows:

Exhibitor/Company Name, Booth Number  
Main Event Name, Date of Event  
Box 1 of #  
c/o: Event Manager & On-Site Client Name  
Element Boston Seaport District  
391-395 D Street  
Boston, MA 02210

### Shipping Prior To Event

All boxes should arrive no earlier than 3 days prior to the date of your event. There is limited storage area in our shipping and receiving department.

### Method Of Payment

Please e-mail this completed form to your event manager and we will e-mail you a secure link to submit your credit card information.