



## Package Receiving / Shipping Order Form

1. If there is any incorrect information provided on packages shipped from South Towne Expo Center, we have authorization to charge the given credit card provided on this form.
2. Checks are to be made payable to South Towne Expo Center.
3. Credit will not be given for packages received and not picked up.
4. Arrangements for booth or on-site deliveries must be made in advance of package arrival. Packages without delivery arrangements can be picked up at the Security Office during posted hours.
5. All packages must be signed for by an authorized individual.
6. South Towne Expo Center is not responsible for lost or damaged packages while in the shipping company's possession (UPS, FedEx, etc.) Damages or missing packages will be noted upon arrival and the customer will be notified.
7. Copies of all charges can be picked up from Facility Services Department or they will be faxed approximately one week after show close.
8. Disputes concerning service must be filed by the customer with the Facility Services Department prior to the close of the show. Disputes will be resolved by the South Towne Expo Center in a timely manner.
9. Payment in full must be rendered on all orders when order is placed. **NO EXCEPTIONS PLEASE.** All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request.
10. This order form is accurate as of August 14, 2008. If you have received an order form that is more than one year past this date please call (801) 565-4411 to obtain a current form.