

# SALT PALACE BUSINESS CENTER



## RECEIVING SERVICES ORDER FORM

Event \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Email Address: \_\_\_\_\_

### RECEIVING SERVICES

	QUANTITY	PRICE	TOTAL
Letter / Pak	_____	\$5.00	_____
Package (0 - 50 lbs)	_____	\$10.00	_____
Package (50 - 150 lbs)	_____	\$20.00	_____

Carrier Making Delivery UPS \_\_\_\_\_ FedEx \_\_\_\_\_ DHL \_\_\_\_\_ Other \_\_\_\_\_  
 Tracking Number(s): \_\_\_\_\_

*to list additional additional tracking numbers, please use reverse side.*

Anticipated Arrival Date: \_\_\_\_\_

On-site Contact: \_\_\_\_\_

On-Site Phone Number: \_\_\_\_\_

*Payment for all packages received is due in full upon pickup. Unclaimed packages will be returned at sender's expense and all receiving and storage fees will apply.*

### STORAGE SERVICE

*The Salt Palace Business Center offers limited on-site storage space for small packages. Prices are per package, per night.*

	QUANTITY	NIGHTS	PRICE	TOTAL
Overnight Storage of Received Packages	_____	_____	\$5.00	_____

### DELIVERY SERVICE

*Delivery services must be pre-arranged with The Salt Palace Business Center. Someone must be present at scheduled time of delivery. Scheduled deliveries cannot be cancelled once the package(s) are on-site.*

	QUANTITY	PRICE	TOTAL
Delivery to Exhibit Booth or Meeting Room	_____	\$20.00 per hour	_____
After Hours Delivery (before 8am & after 6pm)	_____	\$40.00 per hour	_____

Delivery Location (Booth #/Meeting Room #) \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time \_\_\_\_\_

Contact: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**PAYMENT**  CHECK  VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

Credit Card Number: \_\_\_\_\_ **SUBTOTAL** \_\_\_\_\_

Expiration Date: \_\_\_\_\_ **TAX (6.6%)** \_\_\_\_\_

Name: \_\_\_\_\_ **TOTAL** \_\_\_\_\_

Signature: \_\_\_\_\_

<b>For Office Use Only</b>	
Date Received: _____	Number of Packages: _____
Received by: _____	Storage Area: _____
Shipment Released to (print name): _____	
Shipment Released to (signature): _____	
Date: _____	

Salt Palace  
 Convention Center  
 100 South West Temple  
 Salt Lake City, UT 84101

For more  
 information contact  
 the Business Center

PHONE  
 (801) 534-6301

FAX  
 (801) 534-6305

EMAIL  
 businesscenter@saltpalace.com

## SMALL PACKAGE RECEIVING CONDITIONS & REGULATIONS

1. Please contact the Business Center for hours of operation and shipping instructions at 801-534-6301.
2. Credit will not be given for packages received and not picked up. Unclaimed packages will be returned at senders expense. All fee's will apply.
3. 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 Business Center during posted hours.
4. Salt Palace Convention Center is not responsible for misdirected or intercepted packages. Your Carrier is responsible for insuring delivery to intended recipient.
5. Salt Palace Convention 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.
6. Copies of all charges can be picked up at the Business Center or they will be faxed approximately one week after show close.
7. 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 Salt Palace in a timely manner.
8. 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.

This order form is accurate as of January 1, 2005. If you have received an order form that is more than one year past this date please call (801) 534-6301 to obtain a current form.

Tracking Number(s): \_\_\_\_\_

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