



DRAYAGE SERVICES

MAIL OR EMAIL WITH PAYMENT TO:
 El Paso Convention & Performing Arts Center
 1 Civic Center Plaza
 El Paso, Texas 79901
 Phone: (915) 534-0600
 Email: serviceorders@destinationelpaso.com

Cardholder signature authorizes the El Paso Convention & Performing Arts Center to charge any unpaid balance to the credit card shown below. Orders received are on a first-come first-serve basis. We process credit card payments upon receipt. Any incomplete information may delay processing. Please **PRINT CLEARLY** in blue or black ink only.

BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:		
EMAIL ADDRESS:			

PAYMENT INFORMATION

At this time we are no longer accepting payment(s) via email or fax. To process your payment, please call our Administration office at 915-534-0600 to arrange for payment over the phone. If you are mailing your payment via check, please include the appropriate 8.25% tax where applicable to prevent any delays in processing. Feel free to contact us via phone or email should you have any question regarding your order.

The Advanced Rate will only be applied to all items ordered prior to the scheduled event move-in date. Any items ordered during the event move-in or after will be subject to the Floor Rate.

DRAYAGE SERVICES

SHIPMENT WEIGHT	TOTAL CRATED LBS	COST/LBS	TOTAL UNCRATED LBS	COST/LBS	SUBTOTAL
PER 100LBS		\$55.00/100LBS		\$75.00/100LBS	

GENERAL LABOR	COST/HOUR	FORKLIFT USE	COST / HOUR	SUBTOTAL
\$25.00/HOUR		\$85.00/100LBS		

CARRIER:	
TRACKING NUMBER:	
SHIPPED FROM:	
DATE SHIPPED:	

SUBTOTAL FOR SHIPMENT WEIGHT:	
TAX (8.25%):	
SUBTOTAL FOR LABOR / FORKLIFT USE:	
TOTAL AMOUNT DUE:	

DRAYAGE SERVICES INCLUDE:

- Receiving and storing your shipment for up to 14 business days prior to show load-in date. Shipments received more than 14 days in advance must pay an additional storage fee of \$3.00/day per space. Each space is exactly 7'W x 20'L.
- Delivering your shipment to your booth, storing empties during the show and returning empties to your booth at the conclusion of the show.
- Storage of packages for up to three days following the conclusion of the show.

PLEASE NOTE:

- Exhibitor must provide bill of lading for shipments leaving the El Paso Convention Center. We do not provide shipping services.
- Exhibitors are permitted to hand-carry shipments into the building and to their booth at no charge.
- No C.O.D.'s will be accepted.
- Any single item over 100 lbs. requires use of forklift. Forklift must be operated by licensed El Paso Convention Center personnel only.
- Any single item over 500 lbs., please call for a quote.
- Material and/or equipment furnished by the El Paso Convention Center for this service order is furnished on a rental basis and remains the property of the El Paso Convention Center and shall be removed ONLY by Convention Center employees.
- Credit will not be given for service(s) installed and not utilized.
- A \$30.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the billing information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from El Paso Convention & Performing Arts Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the El Paso Convention & Performing Arts Center.

Cardholder's/Authorized Signature: _____

Date: _____