



Storage and Shipments Order Form

Event Name New York Antique Jewelry and Watch Event Date _____

Company _____ Booth # _____ Contact _____

Address _____ City _____ ST _____

Zip _____ Tel _____ Email _____

CREDIT CARD

- MasterCard Visa American Express
 Corporate Personal

E-mail me confirmation that my order has been received.

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 MP event coordinator. All items sent must be standard size or be approved in advance by Event Coordinator. Deliveries will not be accepted unless this form is signed.

Inbound Shipping & Storage Boxes can arrive no more than 3 days before your event

___ x box(es) up to 20 lbs each @ **\$25 per box, per day** \$ _____

___ x box(es) up to 40 lbs each @ **\$35 per box, per day** \$ _____

___ x pallet(s) @ **\$250 per pallet, per day** \$ _____

All deliveries must be sent to the loading dock:
124 West 19th Street, New York, NY, 10011

Subtotal \$ _____

TOTAL \$ _____

Each box should be labeled as follows:
 Event Name & Date
 Event Space
 Booth #
 # of Box of Total # of Boxes (e.g. Box 1 of 4)
 Name and Phone Number of Sender

Having signed above, I authorize my credit card to be charged for the total.

**All shipments must be out by the end of the event.
 Any boxes or pallets left will be billed at the same rate per day.**

Submit this Completed Form to Your Coordinator
 Fax 212-463-7099 / Direct Email Address / coordinators@metropolitanevents.com

FedEx 800-463-3339 Pick Up Until 7:30 PM
 UPS 800-742-5877 Pick Up Until 9:30 PM
 DHL 800-225-5345 Pick Up Until 6:30 PM