



10 East Center Street
Rochester, MN 55904
Phone: 507-361-3600

PLEASE MAIL THIS FORM TO
chris@jpowers.events
NOT TO THE CONFERENCE REGISTRATION
DECORATOR OR PROMOTER

FREIGHT HANDLING SERVICE ORDER FORM

Event Name: _____ Event Date(s): _____

Deliveries **TO** J. Powers Catering

Company/Booth Name _____

On-Site Vendor Contact _____ On-Site Vendor Phone # _____

Origin _____ Carrier _____

Ship Date _____ Approximate Arrival Date _____

of Shipments _____ # of Pieces _____ Total Weight _____

Dimensions of largest Piece _____

Arriving on pallet ☐ Yes ☐ No

Shipments **FROM** J. Powers Catering

Date of Pick-up _____ Carrier _____

Street _____

City _____ State _____ Zip _____

of Pieces _____ Total Weight _____

Shipping on pallet ☐ Yes ☐ No

Waiver of Liability

Shipment of materials to J. Powers Catering is allowed upon Company's execution of a hold harmless agreement. Company agrees to hold harmless, defend and indemnify J. Powers Catering, its employees, officials, agents, successors, and assigns, from any and all actions, causes of action, claims, demands, damages, and costs arising out of or related to Company's shipment of materials to, and storage & handling of materials at J. Powers Catering. Company has read and agrees to all procedures as outlined on the Freight Handling Terms & Conditions on reverse side.

Authorized Signature _____ Date _____

Internal Use Only

Date Approved	_____	By	_____	Stored	_____
Date Shipment Received	_____	By	_____		
Date Removed from Storage	_____	By	_____		
Date Shipped	_____	By	_____		

Payment Information ¹ (credit card only)

☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

Name As On Card

Signature As On Card

Credit Card Number _____ Exp Date _____ CVV _____ Email Address for Receipt _____

¹Please reference the Freight Handling Terms & Conditions on the reverse side for complete information and pricing. One package minimum charge applies to both deliveries and shipments.

FREIGHT HANDLING TERMS & CONDITIONS

- All shipments must be prepaid. C.O.D. shipments will be refused.
- All vendor/exhibitor shipments must be pre-approved with a Freight Handling Service Order Form.
- Any shipment without this form will be refused until the form is received and processed by J. Powers Catering.
- The shipments will be signed for by J. Powers Catering and placed in a storage area. Upon arrival, vendors/exhibitors must contact J. Powers Catering staff to pick up and sign for materials in storage.
- If vendors/exhibitors wish to ship packages from J. Powers Catering, the vendor/exhibitor must make all shipping arrangements, call carrier for pick up and bring items to the storage area, along with all instructions, i.e. carrier, date of pick up, and contact information. A Freight Handling Service Order Form must be completed if not already on file.
- Materials for seminars, conferences, and tradeshow will be accepted no more than five (5) business days in advance of an event, and a storage/handling fee of \$25.00 per package per day (\$100.00 per pallet per day) will be charged.
- To ensure your packages are organized for the correct tradeshow, please complete and attach the label below to each and every box shipped.

Please attach a separate label to each box

THIS BOX SHOULD BE HELD FOR:

Event Name: _____

Event Date: _____

Company Name: _____

On-Site Contact: _____

Attention: **Chris Hesby – J. Powers Catering**