



Please keep this form as a receipt and fax it to 434/984-2122

Questions? E-mail 123@ivpc.net

# Package Depot

2123 Ivy Road Charlottesville VA (TEL) 434/984-2121

Your Company / Entity Name: \_\_\_\_\_

## U.Va. Career Fair Package Handling and Logistics Form

### 1. Event:

\_\_\_\_\_ Date(s) Attending \_\_\_\_\_

*All packages are received at the Package Depot and are delivered to your table prior to the event starting.  
All payment arrangements must be complete to or at the event.*

### 2. Contact:

Company: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3. Delivery: Receipt of Parcels & Delivery to the U.Va. career event:

# of Displays/Boxes to be shipped - \_\_\_\_\_ x \$25.00 per package = \$ \_\_\_\_\_  
(>50 lb. Packages additional handling charge – call for cost.)

**Delivery Charge**

Credit Card Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Ship to Package Depot at above address and clearly include event name and recipient company in the shipping address. Payment arrangements for services must be complete prior to or at the event.

### 4. Return/Forward: Receipt of parcels to be returned or forwarded:

# of Displays/Boxes to be shipped - \_\_\_\_\_

Select shipping method:  Next Day Return /  2 Day Return /  Ground Shipping

Credit Card Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Items will be returned or forwarded to another event. Shipping labels will be distributed at the event. Vendors may use their own labels, but all shipping must be through the Package Depot. Prepaid third-party billing is not accepted. Please mark all boxes not to be shipped and disposed.

### 5. Ship Materials To:

Package Depot - *Name of U.Va. career event*  
Company/Participant Name  
2123 Ivy Road, Suite B  
Charlottesville, Va 22903