



Package Depot

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

Package Handling and Logistics Form / Invoice
Send to: packagedepot@gmail.com / fax 434-984-2122

Event Attending: _____ **Dates:** _____

Your Company / Entity: _____

CONTACT NAME _____ **TEL** _____

Address: _____

e-mail: _____ **FAX** _____

Parcels Sending: _____ (estimate OK) x \$35 each* = \$ _____ **Charge**

Credit Card # _____ **Expiration Date** _____

Approval Signature _____ **Print Name** _____

* Packages of excess weight (>50lb.) may incur additional handling fee (Display Containers Excluded)

* In order to expedite handling & Delivery to Show we request that all payment arrangements be complete prior to or at the event.

RETURN / FORWARD SHIPPING **# Parcels Sending:** _____

Bill Same Credit Card **New CC#** _____ **exp** _____

Select Shipping Method: Next Day / 2 Day / Ground/Economy

Return / Forward Address _____

Shipping labels will be distributed at the event to accommodate changes as necessary. Logistical specialists will be available at the event to handle any questions. Vendors are welcome to use their own labels for address only. All payment for return shipping must be made to Package Depot. Please call in advance if you require any special needs.

SHIP MATERIALS / PACKAGES TO: **Package Depot - (Event Name)**

(Company / Participant Name)

2123 Ivy Road, Suite B

Charlottesville, VA 22903

Items may be shipped to Package Depot at your convenience. They will be delivered to your Table prior to the show with ample time to set-up. We must have this form prior to receiving packages in order to process your items for delivery to the event on time.