

2017 MATRA Drayage Form:

Abbey Tents & Party Rentals will be providing drayage services for the November 6-9, 2017 MATRA conference at Mohegan Sun Hotel/Casino:

- All packages must arrive at Abbey Tents & Party Rentals between **WEDNESDAY, 10/25/17** and **FRIDAY, 11/3/17**
Packages should be addressed:

Attn: MATRA

Abbey Tents & Party Rentals

158 Commerce Dr.

Fairfield, CT 06825

- All packages shipped to Abbey Tents & Party Rentals must have the third page of this form attached.
- Please fill out the second page of this form and return it to Abbey Tents & Party Rentals by 10/31/17
- Packages will be delivered to your booth by 8:00 AM on Wednesday, 11/8/17.
(set-up for exhibitors starts at 8:00am and again at 12:00pm on Wednesday)
- Packages must be ready for pickup from your booth by 11:00 AM on Thursday, 11/9/17. All packages must be ready for shipment and have appropriate shipping forms, and the third page of this form attached to them.
- Abbey Tents & Party Rentals will have a truck onsite to store any packaging or pallets as necessary.
- Abbey Tents & Party Rentals is **not** responsible for packaging, unpacking or shipping items.
- Abbey Tents & Party Rentals is not responsible for any damage to items. We will inspect the exterior of packages for any obvious damage upon arrival.
- Fee is \$90 for packages up to 100 pounds. Each additional 100 pounds is \$60. For anything over 2,000 pounds or larger than standard pallets, please contact us for special pricing.
- This includes storage before MATRA delivery to booth at MATRA and return to Abbey Tents & Party Rentals for shipping. All packages must be picked up by shipper by Tuesday, 11/14/17.
- Drayage fees apply to all shipping items whether it is a one-way delivery, return ship only, or if product is purchased at the Conference and then return shipped through Abbey Tents & Party Rentals.

Please contact us with any questions:

Abbey Tents & Party Rentals

George Szondy

GeorgeS@AbbeyTent.com

Phone: 203.368.6111

Fax: 203.368.2183



Drayage Authorization:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Shipping Address: Same as billing:

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____

Email: _____

Billing Info:

Check: MasterCard: Visa: American Express: Discover:

Credit Card Number: _____

Expiration: _____ / _____ CVV: _____

Signature: _____

Shipment Info:

Number of packages: _____

Total weight: _____

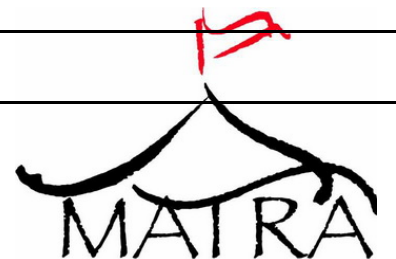
Shipper: _____

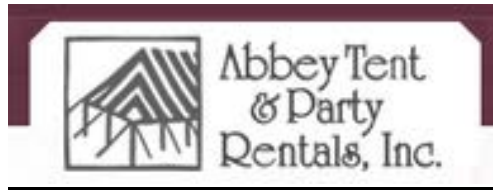
Tracking number (if available): _____

Estimated arrival date: _____

Description of contents: _____

Booth name: _____





2017 MATRA Conference

Company Name: _____

Contact Person: _____

Phone: _____

Email: _____

Pickup checklist:

- Packaged and ready for shipment
- Shipment forms attached
- This paper filled out and attached

