

## 2018 ER&L Conference - Shipping & Handling Form

### SHIPPING:

- The AT&T Executive Education and Conference Center will receive and store packages **72 hours** prior to your event. Please note that there are package handling/storage fees for all incoming **AND** outgoing packages that arrive or leave the AT&T Conference Center.
- The AT&T Conference center is NOT responsible for lost or stolen packages and CAN'T be held accountable for ANY custom delays for international items. If you purchased insurance through your courier, please contact them immediately to file a claim. (Box handling fees are listed on page 2).

### Incoming Packages:

- To ship packages to the Conference Center please fill out form on Pg. 2, and notify your Conference Services contact prior to shipment. Please label packages as follows:

**\*Attention:** [Insert Name of person who will claim the packages]  
+ Your Company Name

**\*Event Name:** 2018 ER&L **\*Date of event:** March 4-7, 2018

**AT&T Executive Education & Conference Center**  
1900 University Ave.  
Austin, Texas 78701  
(512) 404-1900

### Outgoing Packages:

- To ship packages **out** of the Conference Center you will need to:
  - Bring your OWN pre-paid shipping labels from the courier of your choice;  
**The AT&T Conference Center will not cover any courier cost.**  
If you need labels, you are allowed to use the Business Center to create one online.
  - **Call your courier to schedule a pick up under your account** and have all boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package).
  - NOTIFY the Conference Concierge when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

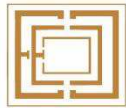
**\*Shipping Terms & Conditions:** If the number of boxes differs from what you listed on the form, we will modify your expenses to reflect what was shipped in/out.

*Please feel free to contact the Conference Concierge directly at  
**(512) 404-3688** or by email to [julia.henderson@attconf.utexas.edu](mailto:julia.henderson@attconf.utexas.edu).*

**EXHIBITORS:** ER&L will be providing you (1) 6' table + (2) chars and power drops at the tables.

**To order additional equipment:** contact the PSAV Sales Office at **(512) 404-3638**.

**\*Exhibit Terms & Conditions:** Exhibitor agrees to be billed for any damages or loss of equipment. A representative **MUST** be in your booth to sign for delivery of equipment.



**Incoming/Outgoing Shipments**

Name of the event you are attending: 2018 Electronic Resources & Libraries (ER&L) Conference March 4-7 2018

Vendor Name & Name on Items; Attn: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Package Handling/Storage Fees:**

| Description   | Price         | # of Incoming | # of Outgoing | Total amount: |
|---|---------------|---------------|---------------|---------------|
| Boxes Under 50lbs   | \$7.00/Box    |               |               | \$            |
| Freight & Equipment Roller Cases (Or boxes 50lbs or over) | \$40.00 each  |               |               | \$            |
| Pallet (wrapped), Crate or Similar                        | \$200.00/each |               |               | \$            |
| **Sales Tax (If applicable)                               | Tax: 8.25%    |               |               | \$            |

**Inbound & Outbound Charges**

*\*Rates are subject to change. We will apply current rates to your final bill.*

**Rate is charged for each incoming & outgoing item.**

**Please Charge Total Amount to:**

*(Please choose one)*

**Credit Card** American Express Master Card Visa Discover

Name on credit card: \_\_\_\_\_

\*Last four digits of Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Please do not write the entire Credit Card number here. The Conference Concierge will call you directly to get the full credit card number.

Please contact \_\_\_\_\_ at \_\_\_\_\_ to collect full CC number.

**Bill to Guest Room:**

Name: \_\_\_\_\_ Guest Room Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_



Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card, guest room or Conference Master Bill. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.

**Please Scan to:** Email: [julia.henderson@attconf.utexas.edu](mailto:julia.henderson@attconf.utexas.edu) AT&T Conference