

LAMBEAU FIELD ATRIUM MATERIAL HANDLING ORDER FORM

Show: Wisconsin Psychiatric Association CME Event Date: October 1, 2010

In order for us to properly service all exhibitors, order form must be completed and returned the Green Bay Packers Special Events Office at least three (3) days prior to set up date. Payment **MUST BE COMPLETED** with this order form. Orders received without payment **CANNOT** be processed until payment is received. **If payment is not received prior to set up date, the request will be subject to a \$30.00 same day fee** in addition to the material handling charge. Payments may be made by personal check, company check or credit card payable to Lambeau Field Atrium.

Please complete the following:

Show Name: Wisconsin Psychiatric Association CME Event Show Date: October 1, 2010
 Exhibitor Name: _____ Booth Number: _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip Code: _____

Method of Payment: Check: _____ Visa/MasterCard/American Express: _____
 Card Number: _____ Exp Date: _____
 Authorized Signature: _____ Printed Name: _____

Please include a copy of the front and back of the credit card.

INBOUND MATERIAL HANDLING RATES

Rates are charged per 100 lbs.

Inbound Material Handling has a minimum charge of \$55 for any materials from 1 lb. to 200 lbs.

Item #	Description	Price
1175	Crated, palletized freight, carpet bags, and display cases	\$55 (\$55 Minimum inbound)
1176	Uncrated materials	\$55 (\$55 Minimum inbound)
1177	Oversized materials larger than 4' x 4' x4' or over 400 lbs.	\$68 (per 100 lbs.)

INBOUND MATERIAL HANDLING SERVICES

Item	Description	Total Weight / CWT	Unit Price	Estimated Total Cost
	Example	1200 / 100 = CWT = 12	\$55.00	\$660.00

Total: _____

METHOD OF PAYMENT:

COMPANY CHECK:

Please make check payable to: Lambeau Field Atrium. Enclose with Order Form.

CREDIT CARD:

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Lambeau Field Atrium services, charges or any charges which Lambeau Field Atrium may be obligated to pay on behalf of Exhibitor, including without limitation any shipping charges.

BE ADVISED THAT ALL EXHIBIT EQUIPMENT AND MATERIALS MUST BE REMOVED FROM THE LAMBEAU FIELD ATRIUM ON TEARDOWN DAY AT THE SPECIFIED TIME. MATERIALS LEFT BEHIND WILL BE DISCARDED.

FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM AND IS NON-REFUNDABLE FOR NON-USERS OR NO-SHOWS.

Please Mail Order Form and Payment To: Lambeau Field Atrium, Attn: Special Events Department, 1265 Lombardi Avenue, Green Bay, WI, 54304.

LAMBEAU FIELD ATRIUM SHIPPING INFORMATION

All exhibition materials boxes, display cases, etc. will be charged an incoming material handling fee of \$55.00 (\$55.00/100 lbs. Minimum charge of \$55.00).

Lambeau Field Atrium will accept crated, boxed or skidded materials three (3) days prior to your show at the Lambeau Field Atrium loading dock address. If materials are sent to our loading dock location after this time, an additional \$30.00 handling fee will apply.

Any inbound exhibit materials received by Lambeau Field Atrium without payment will not be delivered to your booth until payment is made.

Lambeau Field Atrium Loading Dock Address:

Name of Show:

Exhibiting Company Name and Phone Number:

Booth #:

c/o Green Bay Packers, Inc.
1265 Lombardi Avenue
Green Bay, WI 54304

Lambeau Field Atrium Loading Dock Receiving Hours: 8:00 am to 4:00 pm, Monday through Friday.

ASSISTANCE: Please call Lambeau Field Atrium Special Events Department at (920) 569-7515 for further assistance.