

RECOR LOGISTICS

Warehousing and Delivery

29720 Garland Ln, Menifee CA 92584

recorlogistics@gmail.com

619-726-9016

EVENT NAME _____	Date _____
Event Location _____	Conference Room _____
Address _____	City _____
Receive no earlier than _____ No later than _____	
Move-In Schedule _____	
Move-out Schedule _____	

Company Name _____	
Contact _____	Cell _____
Email _____	Booth # _____
Address _____	Suite _____
City _____	ST _____ Zip _____

Be sure that all freight is insured from the time it leaves your place of business until it is returned after the show.

- All items must be sent to Recor Logistics 29720 Garland Ln, Menifee CA 92584 no more than 14 days ahead of event date.
- All rates are for round-trip.
- Each item must be labeled with company name, booth # and total # of items expected.
- All freight trucks delivering on site must be same day as published move-in day. Call for pricing. BOL required for drop off and pick up.
- Certified Weight Tickets are required for each shipment.
- Please contact prior to shipments requiring special handling.
- Return items must be prepared for shipping with prepaid labels.
- Items received late are not guaranteed and can be subject to special trip charges of \$200.
- Cancellation Policy: If event is cancelled prior to event date, Recor Logistics will reimburse 20% of fees incurred. All items will be returned to exhibitors as per their owners instructions. If cancelled after event date has begun, no refunds will be given.
- We cannot receive any hazardous materials or perishable items.

Receiving and Warehousing Rates

PACKAGE SIZE	Quantity	Estimate Weight	Estimated Charges	Actual Weight (office use)	Final Charge (Office use)
Small: up to 50lbs each. \$75 1st item \$30 each additional			\$		\$
Med: 51lbs to 100lbs each. \$125 1st item, \$50 each additional. No pallets			\$		\$
Large Freight: 101lbs to 150lbs. Pallet ok. \$175 1st item \$70 each additional			\$		\$
X-Large Freight: pallet only over 150lbs. to max 500 lbs. \$245 each			\$		\$
Special Handling: Shipments w/o certified weight tickets or delivery receipts \$100					\$
After deadline Special Trip Charge \$200					\$
*Warehouse storage fees \$50: See below					\$
Totals			\$		\$

*Warehouse storage fees: Any item left more than 24 hours after end of the event date will be stored at \$50 per day then considered abandoned after 7 days and will be disposed of.

All items must be boxed, taped and have a pre-paid label for return shipping.

Preferred carrier: _____

Company: _____

Attn: _____

Address _____ Suite _____

City _____ State _____ Zip _____

Total # parcels _____ BOL required for freight pick ups. _____

Select Payment Type: Zelle Visa MC AE Discover

If Zelle send to: recorlogistics@gmail.com

Cardholder Name _____

Billing Address _____

City _____ State _____ Zip _____

Credit Card # _____ Code _____ Exp Date _____

Send receipt to email: _____

AUTHORIZED CONTACT - Print _____	AUTHORIZED CONTACT- Signature _____	DATE _____
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