



# Shipping & Receiving Form

1 West Pratt Street, Baltimore, Maryland 21201, Adjacent to Room 334  
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## BASIC INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## CREDIT CARD INFORMATION

Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_  Visa  MasterCard  American Express

Security Code: \_\_\_\_\_ *(Three or four digit code located on the back of the card)*

## SHOW & PACKAGE INFORMATION

Name of Show: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Number of Boxes: \_\_\_\_\_

Carrier:  FedEx  UPS  DHL  USPS  Other: \_\_\_\_\_

Date of Show/Method: *(example: Sent out on 3/15/14 ~ ground)* \_\_\_\_\_

\* Packages can be picked up at the **Baltimore** Business Center located across from Room 334 at the Baltimore Convention Center. If you want them delivered to a specific location in the Convention Center, there will be a \$10 delivery charge per box/package/booth.

## HANDLING FEES & INSTRUCTIONS

### Receiving

**Receiving Fees:**  
**\$25 per box for 1 to 8 boxes &  
 \$20 for any additional boxes**  
 \* There is a \$10 per day storage fee for boxes after the third day

**Freight Cost:**  
 \$3 per pound

**All boxes must be labeled as follows:**  
 Baltimore Business Center  
 1 West Pratt Street  
 Baltimore, Maryland 21201  
 c/o Name of on-site recipient  
 Organization name and event  
 Room location  
 On-site contact phone number

### Shipping-Out

**Shipping Fees:**  
**\$30 Per box for small/medium boxes  
 \$40 Per box for large boxes/ pelican case  
 \$50 Per box for extra large boxes  
 \$60 Per box for international boxes**

If you have any questions, please call:

Eugene King | 301.556.6239 | eking@baltimorebizcenter.com  
Calvin Johnson | 202.438.7272 | cjohnson@baltimorebizcenter.com

**Disclaimer:** The **Baltimore Business Center** and the Baltimore Convention Center are not responsible for lost, theft, or damaged packages after they are delivered to room/hall. All incoming and outgoing shipments are to be paid to the **Baltimore Business Center** by cash, credit/ debit card and company checks; no personal checks will be accepted.

By initialing this form, you are responsible for payment: Initial: \_\_\_\_\_ Date: \_\_\_\_\_