

### Package / Box Notification Form

Deliveries will be accepted at the David L. Lawrence Convention Center  
June 21-27, 2010

If deliveries are made prior to this date, the Convention Center will not accept shipment  
and will turn away any deliveries before June 21, 2010

When shipping directly to the center, please fill out this form and fax it to:  
Exhibitor Services: Fax: 412-325-6009

Exhibitor Company Name: \_\_\_\_\_  
On-site Contact \_\_\_\_\_

Delivery being sent from:  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On-site receiving contact: \_\_\_\_\_

Shipping Label should read: Attn: Emily Bopp Karpuszka  
Anthrocon 2010  
Booth Name and Number  
David L. Lawrence Convention Center  
1000 Ft Duquesne Blvd  
Pittsburgh, PA 15222

Please label number of boxes: ie: Box 1 of 2, Box 2 of 2

Carrier: (if other, specify name of carrier)	# of Pieces	Type of Shipment (box, pallet, fiber case, crate)
Fedex		
UPS		
DHL		
US Mail		
Other:		

NOTE: if crate, please specify how it is sealed. Reason: a carpenter may need to be hired at \$61.70 per hour to open and close crate

The convention center will store and deliver pieces to the exhibitor area on June 24<sup>th</sup> before 12:00pm  
The fee for storage & delivery is:

Loose Boxes	\$25.00 each
Fiber Cases:	\$30.00 each
Pallets (banded or shrink wrapped)	\$60.00 each
Crates	\$175.00 each

If this form is not received in advance with payment, the center will charge on-site prior to delivering boxes to booth.  
Please see below form of payment. Purchase Orders and checks make out to SMG/David L. Lawrence Convention Center.

Visa                       MasterCard                       American Express                       Discover  
 Purchase Order (attach copy)                       Check

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

For your convenience, Fedex Kinkos, located at the corner of 10<sup>th</sup> and Penn (across from DLCC), will be glad to assist with any shipping needs (for packages up to 100-125 lbs) at the conclusion of the event.