

**Package / Box Notification Form**

Deliveries will be accepted at the David L. Lawrence Convention Center Monday, June 29, 2009 through Friday, July 3, 2009. If deliveries are made prior to this date, the Convention Center can not accept shipment and will turn away any deliveries before Monday, June 29, 2009.

When shipping directly to the center, please fill out this form and fax it to:  
Emily Bopp, Event Manager  
Fax: 412-325-6190

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

On-site Contact: Emily Bopp, Event Manager

Delivery being sent from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number and Type of Pieces: \_\_\_\_\_  
If crate: please advise as to how it is sealed \_\_\_\_\_  
(reason: may need to hire carpenter labor @ \$55.00/hr to open and close crate)

Carrier (UPS, Fedex, etc) \_\_\_\_\_

Shipping Label should read:  
Attn: Emily Bopp  
Anthrocon – (Table number)  
David L. Lawrence Convention Center  
1000 Ft. Duquesne Blvd.  
Pittsburgh, PA 15222

Please label number of boxes. i.e. Box 1 of 2, Box 2 of 2

The convention center will store and deliver pieces to the exhibitor area starting on Monday, June 29 at 9:00am.  
The fee for storage and delivery is: Loose Boxes: \$21.00 each  
Pallets (banded or shrink wrapped): \$52.50 each  
Fiber Cases: \$26.25 each  
Crates: \$157.50 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: \_\_\_\_\_