

M&M SPECIAL EVENTS
 493 Mission St. Carol Stream, IL 60188
FREIGHT HANDLING ORDER FORM
 FAX TO: 630-871-8035

ARGONNE NATIONAL LABORATORY
 APS Building 402
 Users Meeting
 May 10-16, 2015

CONTACT NAME: _____ CONTACT PHONE: _____

FED EX ACCOUNT# _____

Transportation you have arranged

Other Transportation Phone # _____

All orders are governed by the M&M Payment Policy & the Limits of Liability and Responsibility

FREIGHT HANDLING RATES

***** Rates below are guaranteed only if inbound shipments are received at the M&M warehouse before 4:00PM central, Monday – Thursday. Overtime surcharges will apply to all orders received outside of the allotted time frame. See below for charges.

***** International shipments must include all appropriate documentation specific to the country of origin, including a commercial invoice and customs value (in USD) if needed. Failure to include all appropriate documentation will result in non-shipment of your product

***** Certified weight tickets are required for each shipment. Please forward your copies of the Bill of Lading.

	Shipment Weight x Rate/100LBS	Min/Shipment	Estimated Charges
Crated / Palletted	LBS \$85.00	\$150.00	\$
Small Packages (Carton)	LBS \$86.00	\$85.00	\$
Total Estimated Charges			\$
Total Amount Enclosed			\$

Packages received without documentation will be delivered without guarantee of piece count/condition

SHIPPING INFORMATION

***** INBOUND SHIPMENTS - Advance shipments to the M&M warehouse will be accepted on weekdays between May 4-7, 2015 before 4:00PM at:

M&M SPECIAL EVENTS

C/O Matt Fitzgerald or Fernando Villanueva

493 Mission St. Carol Stream, IL 60188

***** OUTBOUND SHIPMENTS - If no preferred carrier is indicated, M&M will ship FedEx Ground and all applicable charges will be billed directly to client.

*****All outbound shipments will be ready for pup on May 19th at 10AM

OVERTIME SURCHARGES

Based on the freight handling rates above, per occurrence

A 50% (\$25.00 Minimum) late arrival surcharge will apply if:

Freight is received after May 7th 2015

A 25% overtime surcharge for every occurrence will apply if:

Inbound shipments arrive on Saturday, Sunday, or Holidays

Outbound shipments are packed and shipped on overtime

Shipments must be moved to the exhibit site on overtime due to scheduling conflict beyond the control of M&M

****No Packages will be delivered unless all paperwork is completed and faxed to 630-871-8035**



493 Mission St
Carol Stream, IL 60188
630-871-9999-Phone
630-871-8035-Fax

2161 Hutton Drive
Carrollton, TX 75006
214-350-5373-Phone
214-350-7715-Fax

www.mmspecialevents.com

CREDIT CARD AUTHORIZATION

By signing below, I/we authorize M&M The Special Events Company to charge my/our Visa/MasterCard/American Express/Discover card for rentals or purchases from M&M. I/we further authorize M&M to charge for extended rental, lost equipment, damages & cancellation fees.

Reservation/Quote Number _____ Amount to be charged _____

Sales Consultant _____

Credit Card Number _____

Expiration Date _____ Security Code (3 or 4 digit number) _____

Billing Address _____

Card Holder Name _____

Card Holder Phone Number _____

Cardholder Signature: _____ **Date:** _____

*If the name on the card is in the name of a corporation or other business entity, please print the Signer's name: _____

Please note: All information provided will be verified for accuracy. If the name on the account and address do not match, an alternative payment method will be required.