

M&M SPECIAL EVENTS 493 Mission St. Carol Stream, IL 60188 FREIGHT HANDLING ORDER FORM Email to mfitzgerald@mmspecialevents.com	ARGONNE NATIONAL LABORATORY APS Building 402 Users Meeting May 9-11 2016
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CONTACT NAME: _____ CONTACT PHONE: _____
COMPANY NAME: _____ 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 / Palleted	LBS \$150.00	\$150.00	\$
Small Packages (Carton)	LBS \$100.00	\$100.00	\$
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 2nd-5th** 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 12th at 10AM

*******SMALL PACKAGE OUTBOUND SHIPMENTS DIRECT FROM ARGONNE ON MAY 11TH*******

M&M will deliver small packages/cartons to a FedEx Ship location after the show on May 11th. Vendor must have labels pre-printed on the freight. The cost for this service is \$25.00 additional to the above rates. Vendors not participating will have freight shipped on May 12th from M&M warehouse.

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 2016

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

Inbound shipments arrive on Saturday, Sunday, or Holidays

Matt Fitzgerald contact number- 847-899-4352



493 Mission St.
Carol Stream, IL 60188
p. 630-871-9999
f. 630-871-8035

2161 Hutton Dr.
Carrollton, TX 75006
p. 214-350-5373
f. 214-350-7715

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CREDIT CARD AUTHORIZATION

By signing below, I/we authorize M&M Event Rentals 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 # _____

Expiration Date _____ -Security Code (3 or 4 digits) _____

Billing Address _____

Card Holder's Name _____

Card Holder's Phone Number _____

Cardholder's 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 will be verified for accuracy. If the name on the
account and address do not match, an alternative payment method will be required.