

LAMBEAU FIELD ATRIUM MATERIAL HANDLING ORDER FORM

Show: _____ Date: _____

In order for us to properly service all exhibitors, order form must be completed and returned the Green Bay Packers Special Events Office at least three (3) days prior to set up date. Payment MUST BE COMPLETED with this order form. Orders received without payment CANNOT be processed until payment is received. **If payment is not received prior to set up date, the request will be subject to a \$30.00 same day fee** in addition to the material handling charge. Payments may be made by personal check, company check or credit card payable to Lambeau Field Atrium.

*Packages will not be accepted earlier than three (3) working days prior to the event date.

Please complete the following:

Show Name: _____ Show Date: _____

Exhibitor Name: _____ Booth Number: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Method of Payment: Check: _____ Visa/MasterCard/American Express: _____
 Card Number: _____ Exp. Date: _____ Security Code: _____
 Authorized Signature: _____ Printed Name: _____

INBOUND MATERIAL HANDLING RATES

Rates are charged per 100 lbs.

Inbound Material Handling has a minimum charge of \$55 for any materials from 1 lb. to 200 lbs.

Item #	Description	Price
1175	Crated, palletized freight, carpet bags, and display cases	\$55 (\$55 Minimum inbound)
1176	Uncrated materials	\$55 (\$55 Minimum inbound)
1177	Oversized materials larger than 4' x 4' x4' or over 400 lbs.	\$68 (per 100 lbs.)

INBOUND MATERIAL HANDLING SERVICES

Item	Description	Total Weight / CWT	Unit Price	Estimated Total Cost
	Example	1200 / 100 = CWT = 12	\$55.00	\$660.00

Total: _____

METHOD OF PAYMENT:

COMPANY CHECK:

Please make check payable to: Lambeau Field Atrium. Enclose with Order Form.

CREDIT CARD:

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Lambeau Field Atrium services, charges or any charges which Lambeau Field Atrium may be obligated to pay on behalf of Exhibitor, including without limitation any shipping charges.

BE ADVISED THAT ALL EXHIBIT EQUIPMENT AND MATERIALS MUST BE REMOVED FROM THE LAMBEAU FIELD ATRIUM ON TEARDOWN DAY AT THE SPECIFIED TIME. MATERIALS LEFT BEHIND WILL BE DISCARDED.

FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM AND IS NON-REFUNDABLE FOR NON-USERS OR NO-SHOWS.

Please Mail Order Form and Payment To: Lambeau Field Atrium, Attn: Special Events Department, 1265 Lombardi Avenue, Green Bay, WI, 54304. **Fax form to:** 920-569-7232