

VENDOR SHIPPING/RECEIVING REQUEST FORM

GROUP: *Duke LEADING EDGE UROLOGY – April 3 – 6, 2014*

VENDOR SET-UP DATE: Thursday, April 3, 2014 @ **TIME:** 7:00 a.m.

VENDOR NAME: _____

When shipping materials to Pinehurst, please follow these steps to ensure that your materials are delivered and received on time, and at the appropriate location. Due to space limitations, please do not send materials more than one week prior to your group's arrival date. Please address all packages as follows:

Name of Vendor On-site Representative _____

Duke LEADING EDGE UROLOGY

Christine McCullough

Carolina Hotel/Pinehurst

80 Carolina Vista Drive

Pinehurst, NC 28374

When multiple packages are being shipped, please number each of the boxes. Our warehouse will receive all packages and keep them secure until you arrive. Packages should not be received more than 5 days prior to the event.

The following Shipping/Receiving charges will apply:

Receiving: \$10.00 per package
\$100.00 per crate or pallet

Outbound Shipping: \$10.00 per package (In addition to weight if not billed to a company account or credit card)
\$100.00 per crate or pallet

Proper shipping forms must be completed

- Full payment must accompany this form or your order will not be accepted.
- Services are not refundable for no-shows.
- Refunds will only be granted outside 14 days.
- **Freight Company pick-up/drop-off times are Monday – Friday, 8:00am – 4:00pm**
- **The hotel does not own a forklift**
- **Staff prohibited from off-loading freight from delivery trucks**

METHOD OF PAYMENT (CHECKS WILL NOT BE ACCEPTED)

CREDIT CARD:

Card #

Exp Date: _____

Cardholder Name:

VENDOR COMPANY NAME:

Address:

Phone:

Authorized Signer:

Date: _____

Receipt to be sent to: _____

(fax number or email address)

RETURN TO:

PINEHURST, LLC

Conference Services

Attn: Christine McCullough

80 Carolina Vista Drive

Pinehurst, NC 28374

Phone: 910- 235-8493

Fax: 910- 255-3371