



## EXHIBITOR SHIPPING/RECEIVING REQUEST FORM

GROUP: NCBA 39th Annual Symposium

VENDOR SET-UP DATE: Wednesday, August 23, 2017 @ TIME: 9:00 a.m.

VENDOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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 Exhibitor's On-site Representative \_\_\_\_\_  
NCBA 39<sup>th</sup> Annual Symposium /Christine McCullough  
PINEHURST RESORT  
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 outbound 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 Resort does not own a forklift**
- **Pinehurst Resort Staff prohibited from off-loading freight from delivery trucks**

**METHOD OF PAYMENT (CHECKS WILL NOT BE ACCEPTED)**

**CREDIT CARD:**

Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

**EXHIBITOR COMPANY NAME:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt to be sent to: \_\_\_\_\_

(fax number or email address)

**For Credit Card security purposes, please Fax this to:**

**PINEHURST, LLC**

**Conference Services**

**Attn: Ms. Jo Prentiss**

**Joann.prentiss@pinehurst.com**

**80 Carolina Vista Drive**

**Pinehurst, NC 28374**

**Phone: 910- 235-8201**

**Fax: 910- 255-3368**

**If you have not received a confirmation we have received your form within 7 days, please call us**