



## Exhibition Shipping/Power/Internet

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Booth/Table # (if known) \_\_\_\_\_

Power Drop & Power Strip (\$40/day): ☐

Wireless Internet access (\$18/day): ☐

Wired Internet Line (\$180/day): ☐

# of Boxes (expected) \_\_\_\_\_

# of Pallets (Please contact PSAV for Instructions)

Please submit this form to [aruzzo@psav.com](mailto:aruzzo@psav.com) then call (860) 760-2325 (between 8am-4pm Mon-Fri) to provide credit card information.

We do not accept credit card information via email for security purposes.

Please ship all pallets/packages to the following address:

*Your On-Site Company Representative's Name*

*Your Company's Name*

CPMA - Table # XXX

200 Columbus Blvd.

Hartford, CT 06103

### ***Important!***

- Items shipped with the above information *and* which have submitted this form (and called with credit card information) will be delivered to the booth.
- If the Booth name/number is not on the shipping label *or* if we do not have payment information on file, items will be held for pickup at the Business Center.

## Handling Charges (per package)

### ***Receiving:***

- \$5/Package Received
- \$150/Pallet Received (Contact PSAV for Instructions)

### ***Shipping:***

- Packing Cost: Varies
- \$3 per Package Handling Charge
- We ship UPS, but we can also accept Pre-Labeled Fed-Ex packages.

If there are any other questions please Contact:

**Adam Ruzzo**

**Business Center Manager**

**(860) 760-2325**

[aruzzo@psav.com](mailto:aruzzo@psav.com)