

Campus Event SERVICES

We plan your experiences for a lifetime.

EVENT NAME
EVENT DATE
EVENT LOCATION <input type="checkbox"/> MEMORIAL UNION <input type="checkbox"/> UNION SOUTH

COMPANY NAME	
STREET ADDRESS	
CITY, STATE, ZIP	
PHONE	
EMAIL	
ON SITE CONTACT <i>(name/phone)</i>	

SHIPPING DATE	EXPECTED ARRIVAL DATE	ESTIMATED ARRIVAL TIME	SHIPPING COMPANY

QUANTITY	DESCRIPTION (SIZE, WEIGHT, COLOR, ETC)	TRACKING NUMBER

****The Wisconsin Union will not accept packages without a completed form that has been returned to your Campus Event Services Event Planner. Once your form has been accepted and recorded, you will receive a confirmation within 48 hours. If you do not receive a written confirmation, contact Campus Event Services at the phone number or email below. We will accept and store packages 2 days prior to and 1 day following your event without charge. Packages arriving or stored outside of those time perimeters will be subject to a \$50 per package fee. It is the customer's responsibility to coordinate shipping in and out directly with their shipping agent.**

Signature _____



WISCONSIN UNION
 1308 W. Dayton
 Madison, WI 53715

PHONE (608) 262-2511
 FAX (608) 265-8299
 E-MAIL events@union.wisc.edu
 WEB SITE union.wisc.edu

Received by: _____
 Date Received: _____

PACKAGE SHIPPING PROCEDURE FOR EVENTS AT THE WISCONSIN UNION

RECEIVING

1. COMPLETE SHIPPING INFORMATION (see 2nd page)
 - a. The Wisconsin Union will not accept packages without a completed form that has been returned to your Campus Event Services Event Planner.
2. CORRECTLY LABEL BOXES FOR RECEIVING

First and last name of recipient

Company Name

Name of Event/Date

Location of Event: Memorial Union or Union South

Union South

1308 W. Dayton St.

Madison, WI 53715

Exhibitor: (Jane Smith)

Exhibitor Company: (Happy to Serve You, Inc.)

Event Name: (L&S Fair, August 2, 2011)

Location of Event: (Memorial Union)

Union South

1308 W. Dayton St.

Madison, WI 53715

3. MOVEMENT OF BOXES ONCE RECEIVED
 - a. All packages are received at the Union South warehouse. Packages will only be accepted (2) business prior to the event. *The Union has no storage facilities and therefore packages received prior to two (2) business days before the event date will result in a \$50.00 per day, per box storage fee. Storage fees will be added on to the organizer of the event's invoice.*
 - b. Any packages for a Memorial Union event will be delivered to the 2nd floor Campus Event Services Office (1) business day prior to the event.
 - c. The Wisconsin Union Event Manager will deliver all boxes to the event location on the day of the event.
4. INFORMATION ON UW TRUCK SERVICE (*internal departments only*)
 - a. Organizer must inform Campus Event Services of the exact time, date, and building where the boxes will be delivered.
 - i. The Wisconsin Union Event Manager will meet truck services at the event location building.
 - ii. Please note, boxes will only be accepted (2) business days in advance.
 - b. All boxes must be labeled and numbered.
 - c. These will be checked in with the Wisconsin Union loading dock staff (at Union South) or with an Event Manager (at Memorial Union), stored (if needed), and brought to the event room.

RETURNING

1. PACKING AND LABELING BOXES
 - a. Customer/company/department is responsible for packing up all boxes to be shipped.
 - b. All boxes are required to have pre-paid shipping labels
 - c. Customer/company/department must call either UPS or Federal Express for pickup
 - i. UPS: 1-800-742-5877
 - ii. Federal Express: 1-800-463-3339
2. MOVEMENT OF BOXES ONCE PACKED AND LABELED
 - a. Customer must contact an event manager for assistant in moving boxes to correct pick-up location.
3. INFORMATION ON UW TRUCK SERVICE (*internal departments only*)
 - a. All boxes must be labeled and numbered.
 - b. Organizer needs to inform Campus Event Services of the exact time, date, and location the boxes will be picked up from truck services.
 - c. The Wisconsin Union Event Manager will bring it to the correct location at the loading dock to be stored for pick-up.
 - d. The Wisconsin Union maintains no liability for boxes that Truck Services doesn't pick up on the day and time that was arranged or if boxes get damaged due to weather.