



2019 MATRA Drayage Form:

Party Reflections-Raleigh will be providing drayage services for the November 4-7, 2019 MATRA conference at Embassy Suites Raleigh/Durham Research Triangle:

- All packages must arrive at Party Reflections-Raleigh between **MONDAY, 10/21/19** and **THURSDAY, 10/31/19**
Packages should be addressed:

Attn: MATRA

Party Reflections-Raleigh

3006 Industrial Dr, #100

Raleigh, NC 27609

- **All packages** shipped to Party Reflections-Raleigh **must** have the third page of this form attached.
- Please fill out the second page of this form and return it to Party Reflections-Raleigh by 10/25/19
- Packages will be delivered to your booth by 8:00 AM on Wednesday, 11/6/19.
(set-up for exhibitors starts at 8:00 am and again at 12:00pm on Wednesday)
- Packages must be ready for pickup from your booth by 11:00 AM on Thursday, 11/7/19. All packages must be ready for shipment and have appropriate shipping forms, and the third page of this form attached to them.
- Party Reflections-Raleigh will have a truck onsite to store any packaging or pallets as necessary.
- Party Reflections-Raleigh is **not** responsible for packaging, unpacking or shipping items.
- Party Reflections-Raleigh is not responsible for any damage to items. We will inspect the exterior of packages for any obvious damage upon arrival.
- Fee is \$95 for packages up to 100 pounds. Each additional 100 pounds is \$65. For anything over 2,000 pounds or larger than standard pallets, please contact us for special pricing.
- This includes storage before MATRA delivery to booth at MATRA and return to Party Reflections-Raleigh for shipping. All packages must be picked up by shipper by Tuesday, 11/12/19.
- Drayage fees apply to all shipping items whether it is a one way delivery, return ship only, or if product is purchased at the Conference and then return shipped through Party Reflections-Raleigh.

Please contact us with any questions:

Party Reflections-Raleigh

Tyler Finnie

tfinnie@partyreflections.com

Phone: 704-622-5264



Drayage Authorization:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Shipping Address: Same as billing:

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____

Email: _____

Billing Info:

Check: MasterCard: Visa: Discover:

Credit Card Number: _____

Expiration: _____ / _____ CVV: _____

Signature: _____

Shipment Info:

Number of packages: _____

Total weight: _____

Shipper: _____

Tracking number (if available): _____

Estimated arrival date: _____

Description of contents: _____

Booth name: _____





2019 MATRA Conference

Company Name: _____

Contact Person: _____

Phone: _____

Email: _____

Pickup checklist:

- Packaged and ready for shipment
- Shipment forms attached
- This paper filled out and attached

