



SHIPPING AUTHORIZAZATION FORM

All shipments for REDucation will need to be pre-arranged through show management and should be sent directly to the hotel. Freight must be identified with the official REDucation shipping labels to guarantee that your shipment will be accepted and delivered to your table.

After submitting this form, you will receive the required shipping labels.

*The following fees apply:
(storage and handling fees included)*

1. PLACE YOUR ORDER

Quantity	Standard size boxes under 50 lbs: \$20 each
	Boxes between 50 lbs – 100 lbs: \$50 each
	Pallets* & oversized boxes of 100 lbs +: \$1.50 per pound

*There will be an additional fee for pallets that require the use of a forklift.

2. CONTACT INFORMATION

Name of Company

Contact

Contact Phone

3. BILLING INFORMATION

Amount authorized to be charge

Name of Cardholder

Billing Address

City

State

Zip Code

Type of Credit Card

VISA

MasterCard

American Express

Number

Expiration Date

/

Security Code

Authorized Signature

Date

4. EMAIL OR FAX ORDER FORM

E-Mail: Wendy@createasphere.com

Fax: 818-842-6624