



# STORAGE/FORKLIFT SERVICE ORDER

**ONTARIO CONVENTION CENTER**  
 2000 E. Convention Center Way, Ontario, CA 91764  
 Tel:(909) 937-3069 | Fax:(909) 937-3850  
 Email: servicedesk@ontariocc.org | ontariocc.org



## CONTACT INFORMATION AND BILLING

Company Name	Booth No.	Show Name (Required):		
Billing Address		Show Dates:		
City, State, Zip		Email Me Credit Card Link to Pay: <input type="checkbox"/>		
Contact Name to Bill:		Billing Contact Email:		
Payment Type: (circle one)    VISA    M/C    AMEX    CHECK    Amount:		Receipt: YES___ NO___		Phone:

Credit Card #:	Exp. Date:	Signature:	Print Name:
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**\*Fees may increase for over-time, double-time, and holidays. All prices are subject to change by Ontario Convention Center (OCC). All order forms must be received 21 days in advance in order to receive advanced rate. Service orders received after the deadline will be subject to the standard rate and is not guaranteed storage space. OCC is not responsible for the disposal of abandoned storage item(s) and will dispose of said item(s) as deemed necessary.**

**All shipments must include: Attn. Service Desk, Show Name, Exhibit Booth Name, and Booth # . Please fill out shipping label for each item with contact number. Outbound freight must be sealed with proper bill of lading and coordinated with OCC prior to pick-up. You must schedule a pick-up with the carrier in advanced. OCC will NOT contact carriers for any type of pick-ups. OCC will not accept any shipments without a form on file.**

### Inbound Rates ( Forklift included 1 time only for pallets and crates)

Delivery Date	Carrier	Freight	Advanced Rates	Qty.		Amt of days		Total
		Up to 2' x 2' package	\$39 per day		x		=	
		Pallet /Freight	\$135 per day		x		=	
Delivery Date	Carrier	Freight	Standard Rates	Qty.		Amt of days		Total
		Up to 2' x 2' package	\$81 per day		x		=	
		Pallet /Freight	\$213 per day		x		=	

### Outbound Rates ( Forklift included 1 time only for pallets and crates)

Pickup Date	Carrier	Freight	Advanced Rates	Qty.		Amt of days		Total
		2'x2' package	\$39 per day		x		=	
		Pallet /Freight	\$135 per day		x		=	
Pickup Date	Carrier	Freight	Standard Rates	Qty.		Amt of days		Total
		2'x2' package	\$81 per day		x		=	
		Pallet /Freight	\$213 per day		x		=	

### Forklift Only

Date	Advance Rates	Standard Rates	Qty.		Amt of days		Total
	\$80 per load	\$135 per load		x		=	
	\$80 per load	\$135 per load		x		=	

Comments: Subtotal:

**Grand Total:**

GENERAL RELEASE I hereby agree that the Ontario Convention Center, the City of Ontario and SMG may not be held liable in any way for any occurrence in connection with damage, injury, or theft due to **property being stored or abandoned** at OCC. I hereby release the Ontario Convention Center, the City of Ontario and SMG its owners, officers, agents, supervisors, and employees. I do personally assume all risks in any property being left or shipped at the Ontario Convention Center, for any harm, injury or damage, which may befall persons, or property. Furthermore, I save and hold harmless the Ontario Convention Center, the City of Ontario, SMG and persons from any claims including but not limited to any claims or liabilities arising out of the negligence of the Ontario Convention Center, the City of Ontario and SMG.

**PAYMENT RECEIPT IS YOUR CONFIRMATION FOR SERVICES ORDERED.**

Customer Acceptance of Terms and Conditions:  
 \_\_\_\_\_  
Signature Date

### OCC INTERNAL USE ONLY

Logged: \_\_\_\_\_ Processed by: \_\_\_\_\_ Shipment received by: \_\_\_\_\_ Date: \_\_\_\_\_