



Edgar H. Wilson Convention Center  
 240 Coliseum Drive, Macon GA 31217  
 Telephone (478) 621-5300 Fax (478) 621-5330

## SHIPPING/RECEIVING NOTIFICATION FORM

### CLIENT INFORMATION

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_ Exact Event Location \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### DELIVERY INFORMATION

<b>Deliver To: List Your CS Managers Name:</b>	Shipping/Receiving Edgar H. Wilson Convention Center	<b>Carrier:</b>  (Circle One)	UPS	Fed EX
	Attn: CS Manager: 240 Coliseum Drive, Macon GA 31217		Airborne	Other: _____

### RECIPIENT INSTRUCTIONS

<b>Special Instructions:</b>	
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### CHARGES

( ) \$20.00 Weight < 20 lbs	<b>Total Number of Packages Sent:</b>	
( ) \$30.00 Weight < 20-100 lbs		
( ) \$_____ Weight > 100 lbs (\$55.00 for each 100 lbs rounded to the nearest 100 lbs)		