Out Going Drayage Form

In order to ensure that outbound packages are shipped out in the most efficient and timely manner, we request that the following instructions be followed.

1. Please repackage and seal any outgoing packages.
2. Create and adhere correct outbound shipping label to package.
3. Call Shipping Company (i.e. Fedex, UPS) to schedule a pick up.
   The address for the pick-up is: 301 West Morgan Street Durham NC 27701
   The hours the pick-up can be made are: 8AM-4PM Monday-Friday
4. Please fill out the questions below.
   -If using two different shipping companies (i.e. 3 packages with UPS and 1 pallet with freight), please fill out two forms.
5. Leave the outgoing packages and this form on the top of the vendor tables.

VENDOR NAME:______________________________________________   BOOTH NUMBER:____________________

NUMBER OF OUTBOUND PACKAGES:_______________________________

SHIPPING COMPANY (Please Circle):     FEDEX EXPRESS       FEDEX GROUND       UPS       FREIGHT
(Please complete additional questions in the Freight Section)

SCHEDULED PICK-UP CONFIRMATION NUMBER:________________________
TRACKING NUMBER:___________________________________________

Additional Freight Information:

FREIGHT COMPANY NAME:________________________________________
CONTACT NUMBER:______________________________________________

SCHEDULED PICK-UP DATE AND TIME:_______________________________
Bill of Lading should be attached to the boxes.

If you have any questions, please visit our management office onsite. Located near the convention center entrance, on the right.
*Note: Durham Convention Center will not deliver packages to carrier store fronts. *

I hereby understand and agree to all drayage handling rules and regulations set forth by the Durham Convention Center.

________________________________________   __________________________
Signature   Date