



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