

Tabletop/Event Handling Form

Address All Shipments as Follows:

**HIMSS / [Exhibitor Name]
 HIMSS Digital & Personal Connected Health
 3755 E Post Rd. Ste 100
 Las Vegas, NV 89120**

MUST ARRIVE NO LATER THAN FRIDAY, MARCH 2, 2018 TO AVOID INCURRING LATE FEES.

Phone: (800) 529-6720 x714 | Direct (702) 851-7634 | FAX: (702) 851-7635
 Email: lisa.caruso@pyramid-logistics.com

DO NOT SHIP TO THE HOTEL AS WE HAVE BEEN DESIGNATED AS THE DRAYAGE CONTRACTOR.

INBOUND/ OUTBOUND TO/FROM EVENT:

- Inbound Pyramid Rates Include:** Receive vendor freight, weigh, separate by vendor, shrink wrap to a 4 wheel dollies/skids, and include a packing list.
- *Pyramid will fax or email a receiver report on a daily basis, to each exhibitor, for any freight received in.**
- *Pyramid will deliver all items to **Alsace at the Wynn Las Vegas****
- Outbound Pyramid Rates Include:** Handling of outbound vendor freight for delivery to carrier or hold at Pyramid warehouse for carrier pick up.
- All shipments Inbound AND Outbound will be subject to a 200 pound minimum at \$0.75/lb.**

Pyramid will be onsite on March 5th between 3:00pm - 4:00pm to assist with your Move Out shipping and packing needs.

HANDLING and SERVICE Rates

- ADVANCED SHIPMENTS TO PYRAMID LOGISTICS WAREHOUSE/RECEIVING DOCK (Hours of Operation: M-F 8AM to 5PM). Weekends are by appointment only. Freight and package processing will be handled by Pyramid Logistics personnel only.
- LATE FEE of \$25.00 per package applies to any packages delivered to Pyramid's Warehouse after **March 2, 2018**

LIABILITY IS LIMITED TO 30 CENTS PER POUND PER ARTICLE. MAXIMUM OF \$50.00 PER ITEM:

Company Name	Email Address to send receiver reports:	Booth Number N/A
Authorized Contact Signature	Authorized Contact Name Please Print	
Phone#	Fax #	

CREDIT CARDS ONLY
 NO ROOM CHARGES
 COMPLETE ATTACHED CREDIT CARD INFO
 PHONE: (702) 851-7634 | FAX: (702) 851-7635
 EMAIL TO:
lisa.caruso@pyramid-logistics.com

Pyramid Logistics Services, Inc.
 3755 E. Post Rd | Suite 100 | Las Vegas, NV 89120
www.pyramid-logistics.com





3755 E. Post Rd #100 Las Vegas, NV 89120 • Phn: (800) 529-6720 x 714 • Fax: (702) 851-7635

Credit Card Charge Authorization

HIMSS 2018		Booth # N/A - company sign will be on table		Email Address	
Company Name					
Street Address				City	
State	Zip	Phone		Fax	
(Signature)		Print Name			Date

Please complete the information requested below and return this form with your orders. *

Payment Options: Mastercard Visa American Express

Account No.

Expiration Date _____

Indicate the 3 or 4 security #'s for your credit card here _____

Indicate by checking the appropriate box, if you are using a personal or company credit card.

Personal Credit Card

Company Credit Card

Cardholder's Signature _____

Please print clearly the following information:

Cardholder's Name _____

Cardholder's Billing Address _____

City/State/Zip _____

** Please include a completely legible copy of the face of the credit card.