ALLIANT ENERGY CENTER
1919 ALLIANT ENERGY CENTER WAY • MADISON, WISCONSIN 53713 • PH: 608/267-8856 • FAX: 608/266-9027

FREIGHT RECEIVING INFORMATION & PAYMENT AUTHORIZATION

The Alliant Energy Center will receive shipments for exhibitors. Exhibitors receiving less than 10 pounds total weight will not be charged freight handling fees. Our minimum freight charge for shipments from 11 to 50 pounds is $24.50. For all other shipments, we charge $49.00 plus tax per hundred weight ($.49/pound) for freight handling (no shipping). We will not accept any COD or collect shipments; they will be refused.

FREIGHT HANDLING FEE includes: Receiving your shipment, storage until the start of your event, delivery to your booth, storage of packing materials during the event, return of packing materials to the booth after the event and outbound load out to carrier.

Address your shipment: EVENT NAME, BOOTH NAME AND NUMBER, 1919 Alliant Energy Center Way, Madison WI 53713. SEND YOUR ITEMS EARLY. If you have prepaid for freight handling, we will have your items in your booth when you arrive to set up.

ALL FREIGHT HANDLING FEES MUST BE PAID PRIOR TO DELIVERY TO THE BOOTH. If you have shipped items but have not prepaid, go to the service desk and make payment. Your freight will be delivered as time allows. Please prepay to avoid delays.

Fill in the TOTAL weight for all items/shipments to our facility. If you are unsure, please estimate. If there is a large difference after the shipment(s) is (are) received, we will notify you via email of any additional cost. The minimum freight handling fee is $24.50 which will be reflected in your cart.

PAYMENT MUST BE RECEIVED PRIOR TO DELIVERY TO BOOTH

INBOUND FREIGHT: Ship inbound freight prepaid to the Alliant Energy Center.

SHIPPER NAME:		SHIPPED FROM:	
SHIPPED VIA:			TOTAL WEIGHT:
DATE SHIPPED:	ESTIMATED ARRIVAL DATE:	TOTAL NUMBER OF SHIPMENTS:	TOTAL NUMBER OF PIECES:
NAME OF EVENT:			

PAYMENT: Include check or money order for freight fee at above rate per cwt or complete credit card information below.

ACCEPTED CREDIT CARDS ❑ MasterCard ❑ VISA ❑ Discover ❑ American Express	FREIGHT FEE:	SALES TAX 5.5%:	TOTAL:

ACCOUNT NO: | | | | | | | | | | | | | | | | |

EXPIRATION DATE: | | | |

SECURITY CODE: | | |

CARDHOLDER'S NAME: (Please print or type)	CARDHOLDER'S SIGNATURE: *YOUR SIGNATURE AUTHORIZES ALLIANT ENERGY CENTER TO CHARGE YOUR CREDIT CARD.*
CARDHOLDER'S ADDRESS: (Street, City, State, Zip)	

COMPANY:		BOOTH NO.:
ADDRESS (Street, City, State, Zip Code)		CHECK NO.:
BY (Signature) *YOUR SIGNATURE AUTHORIZES ALLIANT ENERGY CENTER TO HANDLE YOUR FREIGHT SHIPMENT.*	DATE:	TELEPHONE NO.:

THE ALLIANT ENERGY CENTER IS NOT RESPONSIBLE FOR DAMAGES INCURRED DURING SHIPMENT.