



ABC Imaging Business Center
at the Baltimore Convention Center

1 West Pratt Street, Baltimore, Maryland 21201, Adjacent to Room 334
p: 410.649.7194 | f: 410.649.7196 | bcc@abcimaging.com

Shipping & Receiving Form

BASIC INFORMATION

Name: _____ Date: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Email Address: _____

CREDIT CARD INFORMATION

Name on Card: _____ Expiration Date: _____
Card Number: _____ ☐ Visa ☐ MasterCard ☐ American Express
Security Code: _____ (Three or four digit code located on the back of the card)

SHOW & PACKAGE INFORMATION

Name of Show: _____
Date of Show: _____ Number of Boxes: _____
Carrier: ☐ FedEx ☐ UPS ☐ DHL ☐ USPS ☐ Other: _____
Date of Show/Method: (example: Sent out on 3/15/14 - ground) _____

* Packages can be picked up at the ABC Imaging Business Center located across from Room 334 at the Baltimore Convention Center. If you want them delivered to a specific location in the Convention Center, there will be a \$10 delivery charge per box/package/booth.

HANDLING FEES & INSTRUCTIONS

Receiving

Receiving Fees:

\$25 per box for 1 to 8 boxes
\$20 per box for 9 or more boxes

* There is a \$10 per day storage fee
for boxes after the third day

Freight Cost:

\$3 per pound

All boxes must be labeled as follows:

ABC Imaging Business Center
1 West Pratt Street
Baltimore, Maryland 21201
c/o Name of on-site recipient
Organization name and event
Room location
On-site contact phone number

Shipping-Out

Shipping Fees:

\$30 Per box for small/medium boxes
\$40 Per box for large boxes and booths
\$50 Per box for extra large boxes
\$60 Per box for international boxes

If you have any questions, please call:

Calvin Johnson | 202.438.7272 | cjohnson@abcimaging.com
Gene King | 301.556.6239 | eking@abcimaging.com

Disclaimer: The ABC Imaging Business Center and the Baltimore Convention Center are not responsible for lost, theft, or damaged packages after they are delivered to room/hall. All incoming and outgoing shipments are to be paid to the Business Center by cash, credit/debit card and company checks; no personal checks will be accepted.

By initialing this form, you are responsible for payment: Initial: _____ Date: _____