



ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way
 Ontario, CA 91764
 Tel:(909) 937-3068, Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org

STORAGE SERVICE ORDER FORM

CONTACT INFORMATION AND BILLING

Company Name	Booth No.	Show Name (Required):	
Billing Address		Show Dates:	
City, State, Zip		Email:	
Onsite Contact:	Onsite Phone:	Billing Contact:	Billing Phone:
Payment Type: (circle one)	VISA	M/C	AMEX
CHECK	Amount:		

CREDIT CARD INFORMATION

Credit Card No.:	Exp. Date:	Signature:	Print Name:
------------------	------------	------------	-------------

*Fees may increase for over-time, double-time, and holidays. All prices are subject to change by Ontario Convention Center (OCC). All order forms must be received 72 hours prior to show move-in date in order to receive advanced rate. Service orders received after the deadline will be subject to the standard rate and is not guaranteed storage space. OCC is not responsible for the disposal of abandoned storage item(s) and will dispose of said item(s) as deemed necessary. Checks are accepted 2 weeks in advance only. Make your check payable to ASM Global-Ontario Convention Center. All items must be **non-perishable**.

All shipments must include: Attn. Service Desk, Show Name, Exhibit Name, and Booth #
Outbound freight must be sealed with the proper bill of lading prior to pick-up. You must schedule the pick-up time with your carrier.
OCC will NOT contact carriers for any type of pick-ups.

INBOUND/OUTBOUND ADVANCED RATES

Delivery Date	Pick-up Date	Carrier	Dimensions	Rates	Qty.		# of days		Total
			Up to 2' x 2'	\$25 per day		x		=	
			Above 2' x 2'	\$50 per day		x		=	
			Pallet (must be wrapped)	\$75 per day		x		=	

INBOUND/OUTBOUND STANDARD RATES

Delivery Date	Pick-up Date	Carrier	Dimensions	Rates	Qty.		# of days		Total
			Up to 2' x 2'	\$35 per day		x		=	
			Above 2' x 2'	\$60 per day		x		=	
			Pallet (must be wrapped)	\$85 per day		x		=	

Comments:

Grand Total:

GENERAL RELEASE

I hereby agree that the Ontario Convention Center, the City of Ontario and ASM Global may not be held liable in any way for any occurrence in connection with damage, injury, or theft due to **property being stored or abandoned** at OCC. I hereby release the Ontario Convention Center, the City of Ontario and ASM Global its owners, officers, agents, supervisors, and employees. I do personally assume all risks in any property being left or shipped at the Ontario Convention Center, for any harm, injury or damage, which may befall persons, or property. Furthermore, I save and hold harmless the Ontario Convention Center, the City of Ontario, ASM Global and persons from any claims including but not limited to any claims or liabilities arising out of the negligence of the Ontario Convention Center, the City of Ontario and ASM Global. Any equipment not picked up in a timely manner will be considered abandon.

Customer Acceptance of Terms and Conditions:

_____ Signature _____ Date _____

OCC INTERNAL USE ONLY

Logged: _____ Processed by: _____ Shipment received by: _____ Date: _____