



**CompleteXPO Services**  
*Meeting The Needs of Today's Events!*  
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**NeoCon® East**  
**PHILADELPHIA**

October 28<sup>th</sup>-29<sup>th</sup>, 2015  
 Pennsylvania  
 Convention Center  
 Philadelphia, Pennsylvania

**Priority Empty Container Return Order Form** Discount Deadline: **October 9, 2015**

## Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after all aisle carpet is removed at the close of the show. This service must be ordered prior to the removal of your empties and space is limited. If you desire this service, please complete the information below and return this form with payment to CompleteXPO Services—Customer Service Department by **October 9, 2015**.

**PLEASE NOTE:** This service **cannot** be ordered **after** your empty containers have been removed to storage. **It is the exhibitor's responsibility to obtain the PRIORITY LABELS from the CompleteXPO Service Desk and place them on the appropriate crates/cases to be stored.**

Reminder: For your convenience, the Official Show Carrier, CompleteXPO Logistics, will be onsite prior to the close of the show to assist with your shipping needs. Should you choose to use another carrier, you must notify them to pick up your shipment during exhibitor move-out hours.

All outbound shipments must be properly labeled. **An CompleteXPO Services Bill of Lading MUST be completed and returned to the CompleteXPO Service Desk prior to your departure. This document allows CompleteXPO to release your freight to your designated carrier.**

PRIORITY EMPTY CONTAINER RETURN			
Estimated Number of Pieces	X	Rate per Container or Skid	Total
	X	\$ 95.00	\$
<b>TOTAL AMOUNT →</b>			<b>\$</b>

**Payment Policy:** Payment in full of priority empty container return charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the discount deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted.

**Cancellation Policy:** Priority empty container return orders cancelled before the return deadline will be refunded at 100%. Priority empty container return orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: