



801 Mount Vernon Place, NW Washington, D.C. 20001

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## Receiving & Shipping

The Capital Business Center can receive and ship packages for your meetings or conferences held at the Walter E. Washington Convention Center. Please complete the information below and fax it to (202) 289-0299.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Suite/Apt. #  
 \_\_\_\_\_  
 City State Zip

Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

### Credit Card Information

Name on card: \_\_\_\_\_

Type of card:  Visa  Master Card  American Express

Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Security Code: (the three digit if Visa or Master card and four digit if American Express located on the back of the card) \_\_\_\_\_

Name of Show: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Number of Boxes: \_\_\_\_\_

Carrier:  FedEx  UPS  DHL  USPS  Other: \_\_\_\_\_

Date of Shipment/Method: (example: Sent out on 3/15/09 -ground) \_\_\_\_\_

\* Packages can be picked up at the Capital Business Center located in the main lobby of the Walter E. Washington Convention Center. If you want them delivered to a specific location in the Convention Center, there will be a \$5.00 delivery charge per box/package/booth.

*\*Note: We do not deliver/pick-up in Halls A,B,C,D & E- Times of operations are 9am-5pm unless other arrangements have been made.*

### Handling Fees:

- Receiving Box Fees:**
- ▶ 1-8 boxes \$25 per box
  - ▶ 9 or more boxes \$20 per box
- ❖ There is a \$10 dollars a day storage fee per box after the third day

**All boxes must be labeled as follows:**

**Capital Business Center**  
**801 Mount Vernon Place, NW**  
**Washington, DC 20001**  
**c/o Name of on-site recipient**  
**Organization name and event**  
**On-site contact phone number**

- Ship Out Fee:**
- ▶ \$30 Per box for small and medium boxes
  - ▶ \$40 Per box for Large Boxes and Booths
  - ▶ \$50 Per box for Extra Large
  - ▶ \$60 Per box for International

For any questions, please call: *Director:*

*Calvin Johnson (202)438-7272 [cjohnson@capitalbusinesscenter.com](mailto:cjohnson@capitalbusinesscenter.com)*  
*Rodney Keller (202)345-0770 [rkeller@capitalbusinesscenter.com](mailto:rkeller@capitalbusinesscenter.com)*

**Disclaimer:** The Capital Business Center and the Walter E. Washington 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 are accepted.*

**By initialing this form, you are responsible for payment:**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_