

# ReCOR Logistics

**Warehousing and Delivery**  
29720 Garland Ln, Menifee, CA 92584  
Recorlogistics@gmail.com / 619-726-9016

<b>*** Warehouse Receiving Hours Monday – Saturday 8am to 5pm (Closed Sunday) ***</b> Deliveries accepted maximum 14 days in advance and minimum 24 hours before event move-in date		
<b>Event Information</b>		
Event Name:	Location: PECHANGA RESORT & CASINO	
Event Room:	Booth #:	
Key Contact Name:	Key Contact Cell:	
<b>Billing Information</b>		
Name:	Email:	Cell:

## ReCor Logistics Policy

### DO NOT SHIP DIRECT TO PECHANGA – NO WAREHOUSING AVAILABLE ON SITE

1. This contract is effective when items are received by ReCor Logistics by any carrier
2. Any items shipped to Pechanga will be picked up by ReCor Logistics, subject to same advance warehousing charges plus special pick-up fee of \$100
3. Label each item with: Event, Company, Contact, Cell #, and “X of X” (Example: 1 of 3, 2 of 3, etc.)
4. Insure all packages for the duration of its travel
5. Items received late are not guaranteed and subject to a special trip charge of \$200
6. Unpaid invoices will be held for payment before being delivered to an exhibit booth
7. All rates are considered round trip which includes end of event pickup (excludes freight)
8. Freight BOL must be provided in advance
9. Return freight must be scheduled for pick up within 2 hours after the event. Freight left behind will be returned to the warehouse at the same rate as delivery plus \$50/day storage fee
10. All other returns must be ship-ready with prepaid return labels attached, i.e. UPS/FedEx
11. Items without shipping labels will be returned to the warehouse and subject to \$50/day storage fee
12. Items left longer than 7 days will be considered abandoned and disposed of
13. No hazardous materials, refrigerated, or perishable items accepted
14. Call in advance for any shipments requiring side load, special handling, or oversized
15. No charges will be made until after packages are received and weight confirmed
16. Invoices are sent with a secure credit card link for payment through Talech
17. **Cancellation Policy:** If the event is cancelled prior to event date, 25% of fees incurred for warehousing will be refunded and all packages returned per shipper’s instructions. If cancelled after delivery to Pechanga, no refunds will be given \*\* Regardless of cancellation reason\*\*

I Acknowledge the Above Items (*initial*) \_\_\_\_\_

Event Delivery Drop Off/Pick Up Schedule		
Delivery Date:	No Earlier Than: _____ AM/PM	No Later Than: _____ AM/PM
Pick Up Date:	No Earlier Than: _____ AM/PM	No Later Than: _____ AM/PM

Section I (A) - Freight Instructions for Pallets and Crates	
<i>IF NO FREIGHT, PLEASE MOVE TO SECTION II for UPS and FedEx</i>	
<b>Inbound Freight BOL:</b>	Freight Carrier:
Freight Contact #:	
Warehouse Address: 29720 Garland Ln. Menifee, CA, 92584	Warehouse Receiving Hours: 8AM-5PM Mon-Sat. (Closed Sunday)
Scheduled Delivery Date:	Scheduled Delivery Window: _____ to _____
<b>Outbound Freight BOL:</b>	Freight Carrier:
Freight Contact #:	Pick Up Address: Pechanga, 45000 Pechanga Pkwy, Temecula, CA, 92592 *South End Loading Dock by Conference Center & Golf*
Scheduled Pick Up Date:	Scheduled Pick Up Window: _____ to _____
<b>OUTBOUND FREIGHT MUST BE READY FOR PICKUP NO LATER THAN 2 HOURS AFTER THE SHOW</b>	

Section I (B) - Freight Shipment for Pallets and Crates				
Freight Size	Rates per Pallet	Expected Weight	Expected Quantity	Estimated Charge (\$)
<b>Standard</b> Pallet/Crate (48" x 40" x 72")	<b>\$245</b> up to 500lbs \$0.50/ additional lb.			
<b>Oversized</b> Pallet/Crate (60" x 40" x 72")	<b>\$325</b> up to 500lbs \$0.50/ additional lb.			
<b>Double Oversized</b> Pallet/Crate (96" x 60" x 72")	<b>\$595</b> up to 500lbs \$0.50/ additional lb.			
If Exceeds 96" x 60" x 72" Call for Special Handling				
<b>Total Expected Pallets/Crates:</b> _____			<b>Estimated Total:</b> \$ _____	
An invoice will be emailed after the warehouse has received all shipments to confirm quantity & weight. The invoice will have a secure online payment link from TALECH. Payment must be received before booth delivery.				

**Section II (A) – Package and/or Tote Instructions**

Inbound Carrier: FedEx _____ UPS _____ Other _____	
Tracking #:	Signature Required: Yes _____ No _____
Warehouse Address: 29720 Garland Ln. Menifee, CA, 92584	Warehouse Receiving Hours: 8AM-5PM
Approximate Delivery Date:	

**Section II (B) – Return Package and/or Tote Instructions (If needed)**

<ul style="list-style-type: none"> <li>• Leave all return items at your booth for pick-up</li> <li>• All items must be ship-ready with prepaid return labels attached</li> <li>• All items will be picked up within 1 hour at the end of event</li> </ul>
Select Carrier: FedEx _____ UPS _____ Other _____
Estimated # of Items to Return: _____

**Section II (C) – Package and/or Tote Shipment**

**INSTRUCTIONS:** Please fill in the total amount of items per weight category.  
**DISCOUNT:** First item of each weight category is listed below. A discount will be given for additional items (Example: 1 medium & 2 small items → 1<sup>st</sup> package(medium): \$125 | 2<sup>nd</sup> package(small): \$35 | 3<sup>rd</sup> package(small): \$35)

Package/Tote Weight	Rates per Size	Expected Quantity (#)	Estimated Charge (\$)
Small (0-49lbs)	\$75 / \$35		
Medium (50-99lbs)	\$125 / \$50		
Large (100-149lbs)	\$175 / \$85		
X-Large (150lbs +)	Use Section I - Freight		
<b>Total Estimated Charge:</b> _____		<b>Total Expected Items:</b> _____	

An invoice will be emailed after the warehouse has received all shipments to confirm quantity & weight. The invoice will have a secure online payment link from TALECH. Payment must be received before booth delivery.

**On Site Services**

**The following services can be handled by request with advance notification.**  
**Please call if needed: (619) 726-9016**

- Dolly
- Cart
- Pallet Jack
- Electric Pallet Jack
- Forklift (ADVANCED RESERVATION REQUIRED) **\*\*\*Forklift is not kept on site\*\*\***
- Booth Set Up
- Booth Tear Down