

THE
EDISON BALLROOM

Box Shipping and Storage Waiver:

If Items are shipped to location in advance of the event date and are more than 3 boxes the Edison Ballroom Housemen will hold and store boxes. The houseman will also move boxes to an allocated area so they are ready for your event. Please have all items shipped to 240 West 47th Street, New York, NY 10036 the day of the event. Please label the name of the event on all boxes with Attention to Sean Campbell, Director of Events. The cost of this waiver is \$350 and can be added to your contract. If you prefer to pay separately from the contract, please let us know and we will send a credit card authorization form along with this waiver. If you agree with the terms of this waiver and the \$350 fee, please sign on the signature line below.

Sincerely,

Sean Campbell

Director of Events

Client Signature _____

Client Print _____

Event Date _____

Date _____