

# ReCOR Logistics

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

**\*\*\* Warehouse Receiving Hours Monday – Saturday 8am to 5pm (Closed Sunday) \*\*\***

Deliveries accepted maximum 10 days in advance and minimum 24 hours before event

## Event & Contact Information

Event Name:	Location: PECHANGA RESORT & CASINO	
Company:	Event Room:	Booth #:
Key Contact:	Key Contact Cell:	

## Billing Information to receive invoice

Name:	Cell:
Email:	

## ReCOR Logistics Policy

**[DO NOT SHIP DIRECT TO PECHANGA – NO WAREHOUSING AVAILABLE ON SITE]**

### Basic Information & Operational Requirements

- This contract is effective when items are received by ReCor Logistics by any carrier
- Label each item with: Event, Company, Contact, Cell #, and "X of X"
- Insure all packages for the duration of its travel
- All rates are considered round trip, including end of event pickup
- Freight BOL must be provided in advance for inbound to ReCor and outbound from Pechanga
- Return freight must be scheduled for pick up within 1 hour after the event
- All other returns must be ship-ready with prepaid return labels attached, i.e. UPS/FedEx
- Items left longer than 5 days will be considered abandoned and disposed of
- No hazardous materials, refrigerated, or perishable items accepted
- No charges will be made until packages are received and weight confirmed
- Invoices are sent with a secure credit card link for payment through Elavon

### Fees and Charges

- Any items shipped to Pechanga will be picked up by ReCor Logistics, subject to the same advance warehousing charges plus a special pick-up fee of \$200.
- Items received late are not guaranteed and subject to a special trip charge of \$200.
- Outbound freight must be picked up within 1 hour after the event.
  - A \$25 per 15 minutes stand-by fee will be applied after 1 hour of wait time.
- Freight left behind will be returned to the warehouse at the same rate as delivery plus a \$50/day storage fee
- Items without shipping labels will be returned to the warehouse and subject to a \$50/day storage fee
- **Cancellation Policy:** If the event is cancelled prior to the event date, 50% of warehousing fees will be refunded and all packages returned per shipper's instructions. If cancelled after delivery to Pechanga, no refunds will be given

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

**Day of Event: Delivery Drop Off/Pick Up Schedule**

Delivery Date:	No Earlier Than: _____	No Later Than: _____
Pick Up Date:	No Earlier Than: _____	No Later Than: _____

**Section I (A) - Freight Instructions for Pallets and Crates**

*IF NO FREIGHT, PLEASE MOVE TO SECTION II for UPS and FedEx*

<b>Inbound Freight BOL:</b>	Freight Carrier:
Freight Contact #:	NOTE: Zoning is RR
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 #:	<b>Pick Up Address:</b> <b>Pechanga, 45000 Pechanga Pkwy,</b> <b>Temecula, CA, 92592</b> <b>South End Loading Dock by Conference</b> <b>Center &amp; across from Journy Golf Course</b>
Scheduled Pick Up Date:	Scheduled Pick Up Window: _____ to _____

**OUTBOUND FREIGHT MUST BE READY FOR PICKUP NO LATER THAN 1 HOUR AFTER THE EVENT**  
[\$25 per 15 minutes stand by fee after 1 hour of wait time]

**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"x40"x72")	<b>\$245</b> up to 500lbs \$0.50/ additional lb.			
<b>Oversized</b> Pallet/Crate (60"x40"x72")	<b>\$325</b> up to 500lbs \$0.50/ additional lb.			
<b>Double</b> <b>Oversized</b> Pallet/Crate (96"x60"x72")	<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 ELAVON.

Payment must be received before booth delivery.

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

Inbound Carrier: FedEx <input type="checkbox"/>   UPS <input type="checkbox"/>   Other _____	
Tracking #:	Signature Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/>   UPS <input type="checkbox"/>   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 (0-29lbs)	\$75 / \$35		
Medium (30-59lbs)	\$125 / \$50		
Large (60-149lbs)	\$175 / \$85		
X-Large (150lbs +)	Use Section I - Freight		

**Total Estimated Charge:** \_\_\_\_\_ **Total Expected Items:** \_\_\_\_\_

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 / Tear Down