

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

Inbound Freight BOL:	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 _____
Outbound Freight BOL:	
Freight Contact #:	Freight Carrier:
Scheduled Pick Up Date:	Pick Up Address: Pechanga, 45000 Pechanga Pkwy, Temecula, CA, 92592 South End Loading Dock by Conference Center & across from Journy Golf Course
	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 (\$)
Standard Pallet/Crate (48"x40"x72")	\$245 up to 500lbs \$0.50/ additional lb.			
Oversized Pallet/Crate (60"x40"x72")	\$325 up to 500lbs \$0.50/ additional lb.			
Double Oversized Pallet/Crate (96"x60"x72")	\$595 up to 500lbs \$0.50/ additional lb.			
If Exceeds 96" x 60" x 72" Call for Special Handling				
Total Expected Pallets/Crates:		Estimated Total: \$		

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">· Leave all return items at your booth for pick-up· All items must be ship-ready with prepaid return labels attached· All items will be picked up within 1 hour at the end of event
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 → 1st package(medium): \$125 | 2nd package(small): \$35 | 3rd 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