



Conference and Event Services  
 Schoolcraft College - VisTaTech Center  
 18600 Haggerty Road  
 Livonia MI 48152

Phone: 734-462-4610 / Fax: 734-462-4674

## Shipping Release Liability Waiver

**Group**

Tiffany A. Smith  
 GLUG  
 Sinclair Community College  
 444 West Third Street  
 Dayton, OH 45402

**Reservation: 41104**

Event Name: GLUG  
 Status: Event Tentative  
 Phone: 937.512.2334  
 Mobile: 937.668.6083  
 Email Address: tiffany.smith917@sinclair.edu  
 Account Manager: Lisa Meinzinger-Abraham  
 2nd Contact: Keli Renda  
 Phone: 419-998-3108  
 Email Address: ksrenda@hfcc.edu  
 Estimated Attendance: 300

**Bookings / Details**

**Quantity Price Amount**

**Monday, September 26, 2022**

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 100 - Main Street**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) W 205**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) W 210A**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) W 210B**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) W 210C**

Reserved: 6:00 AM - 6:00 PM

Group

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 425**

Reserved: 6:00 AM - 6:00 PM

Classroom

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 445**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 450**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 460**

Reserved: 6:00 AM - 6:00 PM

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 500ABCD**

Reserved: 6:00 AM - 6:00 PM

Banquet

**7:00 AM - 5:00 PM GLUG (Event Tentative) VT 550**

Reserved: 6:00 AM - 6:00 PM

Theatre

### Shipping Release Liability Waiver

Schoolcraft College will agree to accept incoming deliveries of packages, pallets, or other materials for set-up on your behalf. All incoming goods must be sent to the attention of your Account Manager: Account Manager Name, 18600 Haggerty Road, Livonia, MI 48152-2696. These materials will be staged at the Dock and delivered to VisTaTech or can be picked up by the vendor.

The College will not be held liable for any damage, shortage, or missing items as we have no method to inspect contents of incoming goods. This responsibility is the sole concern of the vendor and its freight contractor. The College will make every attempt to note any damaged or missing items that are received and note as such on the bill of lading. The College will not pursue any claims on the vendor's behalf.

We recommend that upon delivery to our Dock, you inspect your shipments for anything that is missing or damaged. All goods shipped to the College are the responsibility of the vendor.

#### Vendor Information

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

#### Primary Contact

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

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

#### Others to be contacted when shipment arrives:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Conference and Event Services

41104

Event Tentative

Bookings / Details

Quantity

Price

Amount

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