

## FREIGHT ROUTING INSTRUCTIONS

## **ROCK AND ROLL HALL OF FAME - Warehouse**

Ship-to: Contacts:

RRHOF Warehouse Darren Burden: (440)-799-3503

2202 E. Superior Ave Suite 101 (Rear Second Dock)

CLEVELAND, OHIO 44114

The receiving dock is open Monday- Friday, 8:30 AM to 3:00 PM. Please note this on the bill of lading.

Lift-Gate: Required

Appointment: Not Required

Maximum Pallett Height: 6 Feet

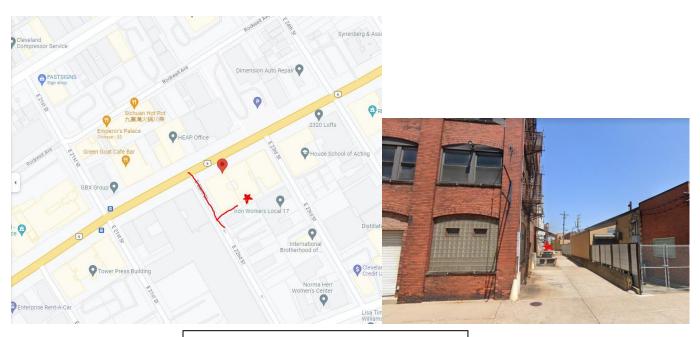
All cartons MUST be marked with the Vendor's Name, PO#, Style Name, UPC, QTY and our ship-to address.

Box Trucks ONLY. Semi-trucks will not fit in docking area.

### Please use RRHOF FedEx Account #202209123 for LTL shipments as well as drop ship cartons.

Orders must include a Packing Slip and a copy of invoice. Help us quickly find the paperwork by clearly marking this box. For timely payment, all invoices must be electronically sent to <a href="mailto:rockhall@bill.com">rockhall@bill.com</a> upon delivery of merchandise. RRHOF terms are Net 45 terms from receipt of goods and invoice.

Any extra or excessive charges incurred because these instructions weren't followed will be charged back to you. Always ship orders in full unless otherwise noted by the RRHOF Buying or Logistics team.



- Access dock from East 22<sup>nd</sup> St. (Alley next to Iron Workers Local 17 Training Center)
- Second Dock from East 22<sup>nd</sup> Street

### **ROCK AND ROLL HALL OF FAME – Museum**

Ship-to: ROCK HALL MUSEUM STORE 1100 ROCK & ROLL BLVD. CLEVELAND, OH 44114 <u>Contacts:</u> Megan Bean (216) 515-1290

The receiving dock is open Monday- Friday, 8:00AM-3:00PM. Please note this on the bill of lading.

Lift-Gate: Required

Appointment: Not Required

All cartons MUST be marked with the Vendor's Name, PO#, Style Name, UPC, QTY and our ship-to address.

Orders must include a Packing Slip and a copy of Invoice Help us quickly find the paperwork by clearly marking this box. For timely payment, all invoices must be electronically sent to <a href="mailto:rockhall@bill.com">rockhall@bill.com</a> upon delivery of merchandise. RRHOF defaults to Net 45 terms.

Any extra or excessive charges incurred because these instructions weren't followed will be charged back to you. Never split-ship an order unless specifically instructed by the RRHOF Buying or Logistics team; always ship orders in full. All product samples should be sent to the Museum for Buyer review and approvals. Please include "SAMPLES" in the Attention Line.

Vendor:	Vendor:
PO #	PO #
Style:	Style:
Quantity:	Quantity:
UPC/SKU:	UPC/SKU:
Barcode:	Barcode:

# ROCK&ROLL HALLOFFAME

ROCK&ROLL HALLOFFAME

Vendor:	Vendor:
PO #	PO #
Style:	Style:
Quantity:	Quantity:
UPC/SKU:	UPC/SKU:
Barcode:	Barcode:

# ROCK&ROLL HALLOFFAME

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