

Incoming Package Delivery

Shipping & receiving handling fees are listed for one way; charges would be applied for both shipping into the hotel and shipping out.

Flat envelopes - \$5 Small/medium boxes up to 20 lbs - \$10 Pallets - \$500
 Large boxes over 20 lbs. - \$20 Large cases - \$35

Storage fees: No charge up to three days prior to or after the conclusion of an event. A \$25 charge will be incurred and \$5 for each day thereafter.

Guest Name		Group/Account	
Date Received	Date Delivered	# of Packages	Room #/Booth #
Delivered By Associate			
Guest Signature			

Method of payment

Bill My Room Bill My Credit

Guest Name: _____ Name on Card: _____

Room #: _____ Credit Card Number: _____ exp. Date _____

Envelope

Package

Box

Case