

EVENT SHIPPING FORM

Incoming Packages

- The hotel will manage all incoming packages shipped to the event.
- Shipments will be received and stored at the hotel for participants who have completed and returned this shipping form.

Important | Please submit all pages of this shipping form before your shipment arrives at the hotel. Otherwise, the hotel may not accept your packages, and any handling discounts may not be honored.

Package Storage and Delivery

- Packages will be stored in a secured storage area at the hotel until they are delivered or picked up during the designated hours listed on the following page.
- Packages may be delivered to your hotel room, one-on-one meeting area, or picked up by a member of your organization.

On-site Materials

This event **is not** a trade show. One-on-one meeting areas offer limited space (8' x 8') and allow suppliers to discuss their products/services further with executive attendees. Please remember this when planning and shipping support materials to the event.

Important | The hotel does not have the ability to receive or store large product displays, and this type of product is not permitted in your one-on-one area.

Inbound packages shipped to the event

- Must have the size and scope to sit on the 30" round table in your one-on-one area.
- If larger items are being shipped, please contact Connecting Point Marketing Group to discuss.
- Materials should be convenient for transportation and must be assembled and dismantled within the time allotted for your boardroom setup and meeting.

Post-event outbound packages

- Must be packed and labeled with your shipping labels. Please plan accordingly.
- Instructions for drop-off/pick-up of all outgoing packages will be provided on-site.

Handling, storage, and/or disposal fees

- The hotel is unable to store empty boxes for outgoing shipping needs.
- Handling fees will be assessed as noted on the following page.
- Storage fees will be applied to all materials shipped earlier than the specified date.
- Storage and/or disposal fees may be applied to any materials/items left after the event.

Other information

- Gratuities for the delivery will be at the guest's discretion.
- Guests must be present to provide their signature.

EVENT SHIPPING FORM

Packages should not arrive before: _____

Shipping Contact Email: _____ Phone: _____

Connecting Point Event Experience Email: _____

Package Delivery Hours

All items are subject to the following handling fees

Storage and/or Disposal Fees may be applied to any items left after the Event

Inbound packages must be addressed as follows:

To: Event Name/Your Company Name

ATTN: Guest Name and Mobile Number

(MUST BE A REGISTERED GUEST FOR BILLING PURPOSES)

Include Guest Check-In Date

Post-event outbound packages can be shipped via the carrier of your choice. All shipping labels must be filled out completely. Guests may use their own preferred carrier numbers.

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SHIPPING NOTIFICATION REQUIRED BEFORE ANY SHIPMENT WILL BE ACCEPTED

TRACKING NUMBERS MUST BE PROVIDED FOR EACH ITEM SHIPPED

Please email this completed form to: _____

Shipment should not arrive before: _____

Company Name: _____

Guest Name: _____

Guest Mobile: _____

Guest Email: _____

Number of Boxes Shipped: _____

Tracking #'s _____

Tracking #'s _____

Tracking #'s _____

Tracking #'s _____

Number of Pallets Shipped: _____

Tracking #'s _____

Tracking #'s _____

Tracking #'s _____

Tracking #'s _____

Date Shipped: _____

Arrival Date: _____

Deliver to

Guest Room

Meeting Room

Hold for Guest

Room Number: _____

Room Name: _____

Guest Name: _____

Method of payment

Bill Guest Room

Credit Card

Guest Name: _____

Hotel Confirmation Number: _____

Billing Contact Name: _____

Billing Contact Email: _____

If paying via Credit Card, guests will need to provide payment at the shipping office upon arrival.

DO NOT INCLUDE CREDIT CARD INFORMATION ON THIS FORM