

Shipping & Receiving Form

**COMPANY INFORMATION**

Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Exhibitor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT ROOM INFORMATION**

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Set Up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT**

Please complete and return the attached Credit Card Authorization Form for payment of the below services.

**WHAT TO DO**

* Complete, sign & return this form to Fax # 512-805-5310 with Credit Card Authorization form
* Make sure that you use the Exhibitor Package Label on all packages being sent to the Hotel.

|  |  |  |  |
| --- | --- | --- | --- |
| Inbound/Outbound Packages |  |  |  |
| Weight | Cost | QTY | Days | Total |
| 1-10 pounds    | $5 per package |   |   |   |
| 11-20 pounds                    | $10 per package |   |   |   |
| 21-50 pounds | $15 per package |   |   |   |
| 51-100 pounds | $20 per package |   |   |   |
| 100+ pounds | $30 per package |   |   |   |
|  |  |   |   |   |
| Pallets |  |   |   |   |
| Type | Cost |   |   |   |
|    Inbound  | $55 per pallet, each for 2 days |   |   |   |
|    Extended Holding | $45 per pallet, per day after 2nd day |   |   |   |
|    Outbound | $75 per pallet |   |   |   |
|  |  | Subtotal |   |
|  |  | 24% Service Charge |   |
|  |  | 8.25% Sales Tax |   |
|  |  | Subtotal + 24% + 8.25% = Grand Total |
|  |  | **GRAND TOTAL** |   |