

SHIPPING AND/OR EXHIBITOR FORM

Name of Event:

Event Date:

Marriott Event contact:

Email

Direct Line:

Please complete and email this form back by [Date]:

<i>REQUIREMENT</i>	<i>QUANTITY</i>	<i>WEIGHT</i>	<i>TOTAL PRICE</i>
High Speed Wireless and Wired See Attached internet Form for Pricing			
Miscellaneous (ie) Banquet Tables, Chairs, Wastebasket - complimentary			
Power & Audio Visual is managed by Encore Productions. Contact: Brian at brian.rash-zeigler@encoreglobal.com and Doug at douglas.potter@encoreglobal.com			
Shipping Fees Based on Size of Shipment*			
<p>Handling and Holding Fee Per Item <i>*Fee will be charged daily if stored 3+ days*</i> These charges cover the cost of labor, processing, receiving, tracking, storage and delivering. <u>Prices are subject to applicable taxes, currently 7.75%.</u></p> <p>Per Box Small Boxes: Up to 9.9lbs = \$10 Medium Boxes: 10lbs-24.99lbs = \$20 Large Boxes: 25lbs-49.99lbs = \$50</p> <p>Special Handling Any Box Over 50lbs = \$50++ plus 0.75¢ per lb over</p>			

When shipping items, please include the following information on the items:

- Recipient: EXHIBITOR/COMPANY NAME*:
- Tracking Number:
- Event Name and Date:
- Event Manager :
- Hotel Address : Coronado Island Marriott Resort 2000 Second Street, CA 92118-1551

*Important that the Recipient is the Exhibitor name collecting the items on property to ensure tracking

All packages are to be delivered to the loading dock and will be stored in the Package Room, pending space. If the boxes are delivered within the two days allowed arrival time, no fees will be asked for storage. Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storage and delivering.

The price of receiving will be based on pounds and will include storage up to 2 days. If storage exceeds 2 days, a \$25.00 per item/day storage fee will be added. The weights will be taken off the FedEx, UPS, DHL, or Amazon boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale. Charges do include delivery to the location of the recipient's choosing within the hotel per request and are for receiving and storing materials for up to 90 consecutive days.

All items belonging to your company need to be removed from the hotel by 10.00am on the day following the last day of the event. Should you fail to have your items removed the hotel will dispose of any materials left behind as we simply do not have facilities to keep track of equipment on a rotating basis.

Please arrange with your carrier the pick up. Boxes will need to be labelled and sealed prior to departure.

Please sign to confirm the arrangements above. A secured link will be sent to your email. When we receive the credit card information, your order will be placed. Final estimate of charges will be billed 72 hours prior to function.

Name: _____ *Company:* _____

Billing Address: _____

Telephone: _____ *Email:* _____

FOR HOTEL USE

ACCOUNT# _____