

# GUEST PARCEL DELIVERY FORM

## (INCOMING SHIPPING CHARGES)

Date Received \_\_\_\_\_

654

Cage \_\_\_\_\_

Name/Firm \_\_\_\_\_

Name of Sender \_\_\_\_\_

Number of Parcels	Description and Remarks	Method of Shipment to Hotel

This hotel, as an accommodation to and at the request of the undersigned, has accepted on behalf of the undersigned and as its agent, in apparently good order but without representation or verification as to actual condition or repair and without incurring any inference of presumption to the contrary, the parcels described and the undersigned acknowledges and agrees that the hotel, its agents and employees assume no risk and will incur no liability for damage, loss or injury to said parcels, regardless of cause and the undersigned hereby releases and forever discharges this hotel from any liability, risk, claim, or demand whatsoever.

Date delivered \_\_\_\_\_

Room Number \_\_\_\_\_

Delivered by: \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Guest Signature \_\_\_\_\_

Exhibitor or other Convention – associated/ancillary guest:

\$5.00 per box under 50 lbs. \$10.00 per box over 50lbs.

\$25.00 per display box, poster, large tube, or oversized box

\$35.00 per display case

\$75.00 per shrink wrapped pallet (Pallets must be self contained and properly sealed)

\$75.00 per small wooden crate under 150 lbs. \$150.00 per crate over 150 lbs.

\*\*Refrigerated Items \$25.00 flat rate\*\*

Exhibit cases or display boxes with no guest contact information...\$25.00 fee in addition to normal charges

Envelopes 2 lbs. or less – no charge

Envelopes over 2 lbs. - \$5.00

**These charges are IN ADDITION TO the charges the drayage service will impose once they take possession of the shipment for handling and delivery.**

Storage Fees

Charges apply to ANY/ALL material received MORE THAN 3 CALENDAR DAYS BEFORE date of guest arrival:

\$25.00 per package in addition to normal shipping charge

\$35.00 per 100lbs. of weight per day for every day prior to the 3 day limit

**Example:** Material received 8 days prior will incur this charge for 5 days of storage, the last 3 before pick-up are free.

Loading/Unloading Charges

\$50.00 per man hour or any portion of an hour will apply if Shipping & Receiving is involved in the loading or unloading, either manually or by forklift/pallet jack, of any size truck or other conveyance.

Method of Payment

Room Charge/Room \_\_\_\_\_ Master Account # \_\_\_\_\_ Authorized Signature Only \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Amount Charged: \_\_\_\_\_