

EVENT SHIPPING FORM

Incoming Packages

- Please submit all pages of this form before your shipment arrives. Packages may be refused and handling discounts may not apply if the form is not received in advance.
- The hotel will receive and manage packages for event participants who have submitted this completed shipping form.

Package Storage and Delivery

- Packages will be securely stored until delivery or pickup during designated hours.
- Packages may be delivered to your hotel room, one-on-one meeting area, or picked up by a representative from your organization.
- The hotel cannot store empty boxes for future shipping.

On-Site Materials

- This event is not a trade show. One-on-one meeting areas are limited to 8' x 8' spaces intended for supplier discussions with executive attendees.
- All shipped materials must fit on the 30" round table provided in your meeting area; they must be easy to transport, and capable of being assembled and dismantled within your allotted setup time.

Important: Large product displays cannot be received, stored, or displayed at the hotel. Oversize shipments or those that exceed 100 pounds in weight require prior approval from Connecting Point Marketing Group and will not be permitted without such approval.

Outbound Shipping

- All outgoing packages must be packed and labeled with your shipping labels before departure.
- Outbound shipping instructions will be provided on-site.

Handling, Storage, and Disposal Fees

- Handling fees apply as outlined on the following page.
- Storage fees may be charged for materials arriving before the approved receiving date.
- Storage and/or disposal fees may apply to items left behind after the event.

Additional Information

- Delivery gratuities are at the guest's discretion.
- Guests must be present to sign for deliveries.



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Packages should not arrive before:

Hotel Shipping Contact Email:

Phone:

For general shipping questions contact Event Experience:

For oversized shipments contact Sales:

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 Name: _____

Guest Name: _____

Method of payment

Bill Guest Room

Credit Card

Guest Name: _____

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