

# Package Shipping and Delivery

(PLEASE PRINT) Have the following label affixed to your packages:

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_  
 NAME OF COMPANY: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
 NAME OF ON-SITE CONTACT FOR YOUR COMPANY: \_\_\_\_\_  
 NAME OF RESORT CONTACT: \_\_\_\_\_

To expedite the delivery of shipped items, please fill out the following section and fax it to Conference Services at 419.433.7748 or email to OHMeetingConcierge@KalahariResorts.com prior to your arrival at Kalahari Resorts.

*Package shipping and guest delivery:*

EVENT NAME: \_\_\_\_\_  
 PARTICIPATING COMPANY NAME: \_\_\_\_\_  
 ON-SITE CONTACT NAME: \_\_\_\_\_  
 DATE PACKAGES ARE TO BE DELIVERED: \_\_\_\_\_  
 LOCATION PACKAGES ARE TO BE DELIVERED (IF KNOWN): \_\_\_\_\_

| <i>Total Number of Items with this shipment:</i>                      | <i>*Advanced Rate</i>                                       | <i>Standard Rate</i> | <i>Charges</i> |
|---|---|----------------------|----------------|
| _____ LETTERS   | NO CHARGE   | NO CHARGE            | _____          |
| _____ BOXES/PACKAGES/TUBES 0-35 LBS                                   | \$8.00 EA   | \$10.00 EA           | _____          |
| _____ BOXES > 35 LBS OR OVERSIZED/BULKY                               | \$16.00 EA  | \$24.00 EA           | _____          |
| _____ DISPLAY CASES   | \$45.00 EA  | \$60.00 EA           | _____          |
| _____ PALLETS   | \$75.00 EA  | \$100.00 EA          | _____          |
| _____ OVERSIZED PALLETS   | \$100.00 EA   | \$200.00 EA          | _____          |
| _____ CRATES < 100 LBS  | \$100.00 EA   | \$200.00 EA          | _____          |
| _____ ITEMS NOT LISTED ABOVE OR OVER WEIGHT<br>LIMIT WHERE APPLICABLE | PLEASE CONTACT BUSINESS CENTER AT<br>419.433.7200 EXT 34282 |                      | _____          |
| _____ <b>Total Items</b>  |   | <b>Total Charges</b> | _____          |

FOR QUESTIONS OR FURTHER ASSISTANCE, PLEASE CONTACT OUR BUSINESS CENTER AT 419.433.7200 EXT 34382

I hereby authorize these charges be billed to the following account. I understand that by submitting this form my credit card will be authorized for payment in full in advance.

LAST FOUR DIGITS OF CREDIT CARD: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ BILLING ZIP/POSTAL CODE: \_\_\_\_\_  
 CARD HOLDER SIGNATURE: \_\_\_\_\_ EMAIL ADDRESS FOR RECEIPT: \_\_\_\_\_

SHIPMENTS WILL NOT BE RECEIVED BY THE HOTEL PRIOR TO (3) WORKING DAYS BEFORE THE START OF AN EVENT.

\*In order to receive the ADVANCED rate, the order form with payment (US Dollars) must be received prior to first exhibitor day. Outgoing shipping can be arranged with the Meeting Concierge on Site. The hotel is not responsible for packing or for supplying any packing materials. Any materials left behind without shipping instructions will be discarded (7) business days after your departure date.