

# Package Shipping and Delivery

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

NAME OF SHOW/EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_  
 COMPANY/BOOTH NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Total Number of Items with this shipment:	*Advanced Rate	Standard Rate	Charges
_____ LETTERS & PACKAGES < 5 LBS	NO CHARGE	NO CHARGE	_____
_____ PACKAGES 6-25 LBS	\$10.00 EA	\$15.00 EA	_____
_____ PACKAGES 26-40 LBS	\$15.00 EA	\$20.00 EA	_____
_____ PACKAGES 41-65 LBS	\$25.00 EA	\$35.00 EA	_____
_____ PACKAGES 66-100 LBS	\$50.00 EA	\$60.00 EA	_____
_____ PALLETS	\$100.00 EA	\$150.00 EA	_____
_____ OVERSIZED PALLETS	\$150.00 EA	\$200.00 EA	_____
_____ CRATES < 100 LBS	\$150.00 EA	\$200.00 EA	_____
_____ TOTAL NUMBER OF ITEMS		TAXES	_____
		TOTAL	_____

ITEMS NOT LISTED ABOVE OR OVER WEIGHT LIMIT WHERE APPLICABLE PLEASE CONTACT BUSINESS CENTER AT 419.433.7200 EXT. 34282

METHOD OF PAYMENT: \_\_\_\_\_

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](mailto:OHMeetingConcierge@KalahariResorts.com) prior to your arrival at Kalahari Resorts.

### CREDIT CARD AUTHORIZATION:

I hereby authorize Kalahari Resorts & Conventions to use the credit card as indicated below. I understand that by submitting this form my credit card will be authorized for payment in full in advance.

NAME AS IT APPEARS ON CARD: \_\_\_\_\_ CREDIT CARD TYPE: \_\_\_\_\_

LAST 4 DIGITS OF CREDIT CARD: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ BILLING ZIP/POSTAL CODE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT/TYPE NAME: \_\_\_\_\_

\*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.