



Package Shipping, Receiving, Handling and Delivery

To expedite the delivery of items shipped please fill out the following section and fax it back to Conference Services at (419) 433-7748 prior to your arrival at Kalahari Resorts.

Please note that the hotel is not able to release items shipped without this completed form.

RECEIVING, STORAGE, and GUEST DELIVERY:

Event Name: _____

Participating Company Name: _____

On Site Contact Name: _____

Date packages are to be delivered: _____

Location packages delivered to (If Known): _____

Total Number of items with this shipment:			Total Charges
_____	Letters	No Charge	_____
_____	Boxes/packages/tubes 0 lbs – 35 lbs	\$7.00ea	_____
_____	Boxes > 35 lbs or oversized/bulky	\$15.00ea	_____
_____	Display Cases	\$40.00ea	_____
_____	Pallets	\$50.00ea	_____
_____	Crates-Please Contact Conference Services Manager for pricing-based on size and weight		_____
_____	Forklift Operator	\$75.00/hr	_____
	Contact CS Manager to Schedule	1 hour minimum	
_____	Total Items	Total Charges	_____

I hereby authorize these charges be billed to the following account:

Credit Card Type: _____

Credit Card #: _____ **Expiration Date:** _____

Card Holder Signature _____ **Date** _____

Shipments can not be received by the hotel prior to (3) working days before the start of an event. Please clearly mark on the shipment the name of the event, the date of the event and the recipient of the shipment.

Please note that a different form is to be filled out to ship items from the hotel. Contact your Conference Services Manager for the form and pricing guidelines.

Please have the following label affixed to your packages:

Name of Event: _____

Date of Event: _____

Name of On-site Contact for Your Company: _____

Name of Your Company: _____

Name of On-Site Contact for Organization: _____

Name of Resort Contact: _____