

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 LIMIT WHERE APPLICABLE	PLEASE CONTACT BUSINESS CENTER AT 419.433.7200 EXT 34282		_____
_____ Total Items		Total Charges	_____

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.