

**SHIPPING AND RECEIVING FORM**

Please note: This form is for group vendors, exhibitors, and poster presenters only.

If a drayage/exhibit company is being used, boxes are to be shipped directly to the exhibit company.

**Convention / Main Group: EXHIBIT ROOM:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | |  |
|  | **BOOTH#** |  | |

**Exhibitor's Name: Contact Person:**

|  |  |  |
| --- | --- | --- |
|  | |  |
|  | **Phone** |  |

**Address:**

**City:**

**ZIP:**

|  |  |  |
| --- | --- | --- |
|  | |  |
|  | **State:** |  |

**Method of Shipment (ex: FedEx, UPS):**

**Payment Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | Price (Each) | | Quantities | TOTALS |
| Small Box/Tube (5 lbs or less) | $8.00 | |  |  |
| Medium Box (6-10 lbs) | $12.00 | |  |  |
| Large Box (11-50 lbs) | $30.00 | |  |  |
| Case | $50.00 | |  |  |
| Pallet | $150.00 | |  |  |
|  | | | | |
|  | | | **TOTAL** |  |
|  | | | | |
|  | |  | | |

Credit Card Credit Card # EXP.

I hereby agree that any and all charges incurred for the event that I am holding at the Hyatt Regency Jacksonville Hotel will be charged to my credit card as shown above. Full payment by Credit Card or Check, including sales tax, is due in advance. Purchase Orders are not accepted.

SIGNATURE: DATE:

**Please address materials shipped to the hotel with the following:**

HYATT REGENCY JACKSONVILLE RIVERFRONT

*Exhibitor/ Onsite Contact Name*

*Convention/ Event Name*

225 East Coastline Drive

Jacksonville, FL 32202

**<--- THIS LINE REQUIRED**

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To receive your boxes/ packages onsite:

\* Contact the Shipping Department through the Meeting Concierge or Hotel Operator

\* A Convention Services Staff Member will deliver the box(es) to your exhibit area

\* **Please Note: Boxes may not be delivered until a member of your group is there to receive the packages**

\* Appropriate charges as listed above will be applied to your credit card

\* The Hotel can only accept materials 3 days prior to the start of your event

\* **Please have the tracking number(s) available onsite to help locate your packages**

The Hotel accepts no responsibility for the return of packages or shipments at the conclusion of your function.

These arrangements can be made through the Business Center, located on the 3rd Floor of the hotel.

The hotel is not responsible for perishable items. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas. The hotel must be advised if there are any items weighing over 100 pounds that will be displayed in any function room or area. All shipments should be received no sooner than 3 days prior to the conference/event.

**Phone: (904) 588-1234 Fax: (904) 360-8699**