

**Guest Parcel Delivery Form  
(Incoming Shipping Charges)**

\_\_\_\_\_  
Date Received

**Group Box Inventory  
Storage / Handling Charge**

**Name of Group:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Deliver To:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Exhibitor or other Convention – associated/ancillary guest:

- \$5.00 per box, per day
- \$10.00 per box, per day over 50 lbs.
- \$25.00 per display box, poster, large tube or oversized box, per day
- \$35.00 per display case, per day
- \$75.00 per shrink-wrapped pallet, per day (pallets must be self contained & properly sealed)
- \$150.00 per crate, per day over 150 lbs

\* Refrigerated items - \$25.00 flat rate\*

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**Method of Payment**

Room charge/Room # \_\_\_\_\_ Master Account \_\_\_\_\_ **(Authorized Signatures Only)**

Credit Card Type \_\_\_\_\_ Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Credit Card \_\_\_\_\_

Signature: \_\_\_\_\_ Amount Charged: \_\_\_\_\_

# **SAMPLE SHIPPING LABEL**

*Louisville Marriott Downtown  
280 West Jefferson Street  
Louisville, KY 40202*

*Attn: (Put your on-site contact name here)  
Group Name: (Group or Organization Name Here)  
Date of Event: (Date on-site contact will need package)  
Deliver at: (Time of Delivery)  
Hotel Contact: (Name of your Event Manager)*

*\*\*\*All Incoming Shipments MUST Conform to this Label Specification\*\*\**