

RECEIVING & HANDLING INFORMATION

LABEL BOXES: (Each Box/Package Should be Labeled with the Information Below)

Company/Exhibitor Name:
Name of Group/Conference and Dates
C/O Waldorf Astoria, Monarch Beach Resort & Club
One Monarch Beach Resort
Dana Point, CA 92629
Box # ____ of ____

(Shipments can be received up to 3 days prior to start of conference/event date)

Inbound Receiving, Handling & Storage Fees:

Boxes/Packages 1 – 90 lbs	\$20 Per Box/Package	
Boxes/Packages 90 – 250 lbs	\$50 Per Box/Package	
Pallets & Crates	\$100 Per Pallet/Crate	
Storage Fee Per Crate or Pallet	\$30 Per Day	
Pre/Post Storage Fees Per Day for Palletized Shipments (for any shipments received 4+ days prior to program and/or remain on site more than 1 day post program)	\$50 Per Day	

Group/Conference Name: _____

Dates of Group/Conference: _____

SENDER'S INFORMATION

Name of Company/Exhibitor: _____

Name: _____ Phone Number: _____

Email: _____

A secure payment link will be issued to the email address above for the receiving & handling charges.

The credit card number provided will be billed at the conclusion of the event.

Names of the Recipients: (please list all names that boxes/packages will be addressed to)

Number of Boxes/Packages Shipped: _____

HOTEL TO FILL IN

☐ All Boxes/Packages Should be Charged to the Group's Master Account: _____

☐ All Boxes/Packages Should be Charged to the Individual Exhibitor (Credit Card Authorization is Attached)

Number of Boxes/Packages Received: _____

Amount to be Charged: _\$ _____