

FONTAINEBLEAU®

NATPE Package Handling Form

Exhibitor Sponsor Affiliate

Fontainebleau Miami Beach, 4441 Collins Ave, Miami Beach, FL 33140 Phone (305) 538-2000 Fax (305) 695-2428

Contact Information

Recipient's Name _____

Phone () _____

Company Name _____

Booth _____

In-House Date _____

Group Name _____

ADDRESS BOXES AS SHOWN
BELOW
Fontainebleau Miami Beach
Attn: Your Name and Arrival Date
Company Name c/o Main Group
4441 Collins Avenue
Miami Beach, FL 33140
Box 1 of _____

Anticipated Expenses

Type of Expense	Schedule of Fees	Date Boxes Received	Date Boxes Delivered	#of Days Storage Fee Applies	Units	Total Expenses
Handling Fee Letter or Envelope	\$ 5				0	\$0.00
Handling Fee Small Box Less Than 20 Lbs.	\$ 25				0	\$0.00
Handling Fee Large Box, Case or Crate 21 Lbs. or	\$ 150				0	\$0.00
Handling Fee Pallet (or Portion Thereof)	\$ 250				0	\$0.00
Storage Fee/per box/per day begins on	\$ 50				0	\$0
Storage Fee/per pallet/per day begins	\$ 100				0	\$0
Other	\$ -				0	\$0.00



Sub Total	\$0.00
7% Tax	\$0.00
Grand Total	\$0.00

Official Use Only

Name on Card _____

P _____

Billing Address _____

City _____

State / Country _____

Phon () _____

Email (Receipt) _____

Your signature and or use of mailroom is in agreement and obligation of the Terms and Conditions of use below and authorizes **Fontainebleau Miami Beach** to process final charges, verified and adjusted for actual count, weight and storage, in settlement and consent of expenses incurred. Backup support is available on request.

Check here to receive a copy of your receipt via email.

Cardholder Signature _____

Date _____

Charge _____

I Have Read, Understand and Consent To Payment

IMPORTANT - PLEASE READ!

Terms and Conditions

1. Items shipped directly to hotel independent of drayage company selected by your organization (if applicable) will incur fees for which payment is due to hotel.
2. Fees offset expenses to receive, hold and move packages to / from events, applicable on inbound / outbound as separate charges and cannot be pro rated.
3. Form of payment must be complete before package(s) can be released. Your credit card charge(s) may be processed or revised pre or post departure.
4. On-site Exhibitor / Sponsor / Affiliate storage is prohibited in advance of trade or exhibit show due to space limitations.
5. Packages, pallets or crates that are held for more than two (2) days from arrival and one (1) day post-event pickup will incur storage charges.
6. Storage begins and includes 3rd day of arrival. Weekends and holidays DO NOT qualify for free storage.
7. Hours of Operation are Mon - Sun 7 AM - 6:30 PM subject to change. Earlier or extended hours will incur additional fees.
8. Exhibitors, Sponsors, or Affiliates are NOT PERMITTED in mailroom due to insurance, safety and OSHA stipulations.
9. Fontainebleau, its agents or assigns accepts no liability, expressed or implied for package receipt condition or delivery delays to / from event location.
10. Outbound packages may be shipped on your account via the mailroom at comparable handling rates or through FedEx Office. See your CCM or dial x 3470.
11. Unclaimed packages will be disposed of after 30 days, in compliance with FL law, to recover expenses incurred, without prejudice or right of recourse.
12. For a complete list of all Terms and Conditions please email request to MIAMailroomdept@Fontainebleau.com.

S:\Convention Services\SOPs\Package Delivery ProcRevised Exhibitor Package Handling Invoice 6_2014.xlsx

Rev 7/2/2014

For your protection the below section will be destroyed after processing



Account Number

Expiry Date

CSV

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