

Should you packages be sent directly to the hotel and not received by GES, our general contractor, they will be subject to the following charges for processing. We strongly encourage you to use GES's shipping instructions and for delivery to your booth.

Charging Rates:

\$10 per box under 50lbs.

\$15 per box over 50lbs.

\$25 per crate, display area or oversized boxes

\$50 per pallet (Pallets must be self-contained and properly sealed)

These charges are in addition to the charges the drayage service will impose once they take possession of the shipment for handling and delivery

Storage Fees:

Charges apply to **any/all** material received **more than five (5) calendar days before** date of guest arrival.

\$25 per 100lbs. Of weight per day for every day prior the five (5) day limit.

(Example: Material received eight (8) days prior will incur this charge for three (3) days of storage.)

Loading/Unloading Charges:

\$25 per man hour or any portion of an hour will apply if Shipping & Receiving is involved in the loading or unloading by forklift/pallet jack or any size truck or other conveyance.

Method of Payment		
Room Charge #: _____ Master Account #: _____ Authorized Signature _____		
Credit Card Type & Number: _____		
Expires: _____		Name on Credit Card: _____
Name:	Signature:	Amount Charged: