

San Antonio Marriott Rivercenter/Riverwalk

(R/C)101 Bowie Street (210) 223-1000 (R/W) 711 E. Riverwalk (210) 224-4555
San Antonio, TX. 78205

Incoming/Outgoing Shipping Authorization Form

Date: _____

From: _____ Phone: _____
(Shipper Print) (Shipper's)

To: _____ Phone: _____
(Print Receivers Name/Company) (Receivers Phone)

Address: _____

City/State/Zip: _____

Check One: Airborne Express Federal Express UPS US Mail Other

*NOTE: Airborne and Federal Express does not deliver to P.O. Box Numbers.

Check One: Overnight 2nd Day 3rd Day Ground/Economy Other

Saturday Delivery *NOTE: \$10.00 Additional Charge for Saturday Delivery per Parcel.

Check One: Letter Pak Box Tube Other # OF PARCELS: _____

*NOTE: PLEASE DECLARE INSURANCE VALUE (Per Parcel) _____

Tracking / Airbill # _____

INCOMING/OUTGOING PARCELS:

Handling & Processing Fee

_____ 1-9 parcels (under 50 lbs.) \$5.00 per parcel
_____ Parcels 50 lbs.-75 lbs. \$15.00 per parcel
_____ Parcels over 75 lbs. \$25.00 per parcel

*NOTE: After the 9th parcel, the pallet rate then applies.

INCOMING/OUTGOING DISPLAY CASES:

_____ Display box, poster, large tube, or oversize box \$20.00 per case
_____ Display case (each) \$30.00 per case

INCOMING/OUTGOING CRATES:

_____ Crates under 150 lbs. \$50.00 per crate
_____ Crates over 150 lbs. \$150.00 per crate

INCOMING/OUTGOING PALLETS: (Pallet must be shrunk wrapped, self-contained)

_____ Pallets \$50.00 per pallet

STORAGE CHARGES apply to any/all materials received more than 5 calendar days before date of guest pick up.

\$25.00\ per day prior to the 5 day limit.

\$50.00\ to palletize boxes to facilitate storage (this charge is in addition to the storage charge).

MAN HOURS:

There is a **\$30.00/HR** or any portion of an hour/per man charge when shipping & receiving staff is involved in the unloaded / loading / breakdown / set-up / packaging of parcels / convention / exhibit materials in addition to above charges.