
PRE SHOW FREIGHT DELIVERY FORM

Group: _____

The following are rates for material handling at the Embassy Suites Monterey Bay Hotel. Rates for material handling include all labor to unload shipments received (up to 1000 pounds), store up to 3 days prior to the event at the Hotel, deliver to booth/stage, handle empty containers to/from storage and remove from booth at conclusion of event.* Delivery vehicles must have the proper equipment to load and unload items from truck (forklift, lift gate or be suitable for dock high access).

You must submit this form to the Hotel to insure acceptance of your freight prior to Hotel receipt of freight. Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A \$25 per day storage fee will apply thereafter. To insure proper identity freight must be labeled:

TO: Vendor/Client Name
c/o Embassy Suites by Hilton Monterey Bay Seaside:
1441 Canyon Del Rey
Seaside, CA 93955

FROM:

Company: _____ Event Name: _____
Contact: _____ Move-in date: _____
Address: _____ Booth Number: _____*
City, State, Zip: _____ Phone Number: _____

*As assigned by Event Coordinator.

_____ Small Boxes (equal to or less than 36"x24"x24") @ \$15.00 each =	\$ _____
_____ Larger Boxes @ \$25.00 each =	\$ _____
_____ Display Cases @ \$35.00 each =	\$ _____
_____ Pallet @ \$65.00 each =	\$ _____
Total Charges before service charge and tax	\$ _____

Number of pieces / Description of Freight: _____

I hereby authorize the following charges to the **attached credit card authorization form** for additional services listed above at the Embassy Suites Monterey Bay. I understand that I will be held solely responsible for the payment of said charges.

Signature _____

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an "Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.

PLEASE FAX COMPLETED FORMS TO THE EMBASSY SUITES BY HILTON MONTEREY BAY SEASIDE AT: (831) 899.1928