

PACKAGE DELIVERY FORM



Shipping and Receiving Department
San Francisco Airport Marriott Waterfront
1800 Old Bayshore Highway
Burlingame, CA 94010
Phone: (650) 259-6564
Fax: (650) 259-6637

Name: _____
Company: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____ Fax: _____

<u>Delivery</u>	
Date: _____	Time: _____
Booth #: _____	
Contact: _____	
<u>Pick Up</u>	
Date: _____	Time: _____

Number of Packages: _____ x \$ 10.00 = _____
Number of Pallets: _____ x \$ 100.00 = _____
Total = _____

TERMS AND CONDITIONS

1. Each package or box shipped directly to the Hotel will be subject to \$10.00 shipping and handling fee.
2. Trade show booths, pallets, and boxes over 100 pounds are subject to a \$100.00 handling fee.
3. There will be an additional handling fee each time that it is moved within the hotel.

Method of payment:

€ Cash: _____
€ Room: _____
€ Master Account: _____
€ Card Number: _____
Expiration Date: _____
Visa _____ Master Card _____ American Express _____

Cardholder's Billing Address:
Cardholder's Name:
Cardholder's Signature:

Label should include:

Event Name

Date

Booth #

1 of # (of boxes)

c/o Event Manager (Name)

**Make checks payable to:
San Francisco Airport
Marriott Waterfront**