



REQUEST FOR PACKAGE SHIPPING AND DELIVERY

ALL PACKAGE LABELS SHOULD INCLUDE THE CONVENTION/CONFERENCE NAME, YOUR COMPANY NAME, ON-SITE CONTACT NAME. ADMINISTRATORS, PLEASE ENSURE ON-SITE CONTACT HAS ALL NECESSARY TRACKING INFORMATION.

SHIP ITEMS TO: KALAHARI RESORT & CONVENTIONS, 250 KALAHARI BLVD, POCONO MANOR, PA 18349

PACKAGE SHIPPING AND GUEST DELIVERY:

NAME OF EVENT: _____

PARTICIPATING COMPANY NAME: _____

CONTACT NAME: _____ DATE PACKAGES ARE TO BE DELIVERED: _____

PHONE: _____ EMAIL: _____ BOOTH: _____

*TO EXPEDITE THE DELIVERY OF ITEMS SHIPPED AND RECEIVE A PAYMENT RECEIPT, PLEASE FILL OUT THE FOLLOWING INFORMATION AND EMAIL TO TCOLOMBO@KALAHARIRESORTS.COM

	*ADVANCED RATE	STANDARD RATE	CHARGES
_____ LETTERS	NO CHARGE	NO CHARGE	NO CHARGE
_____ BOXES/PACKAGES/TUBES 0 LBS-35 LBS	\$8.00 EA	\$10.00 EA	
_____ BOXES > 35 LBS OR OVERSIZED/BULKY	\$16.00 EA	\$24.00 EA	_____
_____ PALLETS 75 LBS OR LESS	\$75.00 EA	\$100.00 EA	_____
_____ OVERSIZED PALLETS 76 LBS+	\$100.00 EA	\$200.00 EA	_____
_____ CRATES	\$250.00 EA	\$450.00 EA	_____
_____ FORKLIFT & OPERATOR <i>Must be scheduled through CS Manager</i>	\$80.00/HR	\$100.00/HR	_____
		TOTAL	_____

CREDIT CARD AUTHORIZATION:

I HEREBY AUTHORIZE KALAHARI RESORTS & CONVENTIONS TO USE THE CREDIT CARD AS INDICATED BELOW. I UNDERSTAND THAT BY SUBMITTING THIS FORM MY CREDIT CARD WILL BE AUTHORIZED FOR PAYMENT IN FULL IN ADVANCE.

NAME AS IT APPEARS ON CARD: _____ CREDIT CARD TYPE: _____

LAST 4 DIGITS OF CREDIT CARD: _____ EXP. DATE: _____ BILLING ZIP/POSTAL CODE: _____

AUTHORIZED SIGNATURE: _____ PRINT/TYPE NAME: _____

SHIPMENTS RECEIVED MORE THAN 3 DAYS PRIOR TO THE START OF THE EVENT MAY BE SUBJECT TO STORAGE FEES.

*ADVANCED RATE IS ONLY AVAILABLE FOR VENDORS/CLIENTS COMPLETING AND RETURNING THIS FORM A MINIMUM OF 5 BUSINESS DAYS PRIOR TO START OF EVENT. ALL FORMS RECEIVED AFTER THIS DATE OR ON START DATE OF EVENT WILL BE CHARGED STANDARD RATES. OUTGOING SHIPPING CAN BE ARRANGED WITH THE BUSINESS CENTER PRIOR TO END OF EVENT. VENDOR/CLIENT IS RESPONSIBLE FOR ALL SHIPPING COSTS. OUTGOING SHIPMENTS CANNOT BE ACCEPTED UNLESS THEY ARE PACKED AND SEALED WITH PREPAID LABELS AFFIXED AND BOL IF APPLICABLE. FEDEX, UPS AND AMAZON DELIVER DAILY MONDAY-FRIDAY. HOURS FOR CARRIER DELIVERIES IS 7 AM-2 PM MONDAY-FRIDAY.