



2500 N HOLLYWOOD WAY  
BURBANK, CA 91505-1019

THE FOLLOWING CHARGES APPLY FOR ALL PACKAGES:

**SHIPPING/RECEIVING CHARGES:**

<u>WEIGHT</u>	<u>SIZE</u>	<u>IN AND OUT CHARGES</u>
0 TO 10 LBS.	SMALL	NO CHARGE
10.01 LBS. TO 50 LBS.	MEDIUM	\$5.00 EACH WAY
50.01 TO 100 LBS.	LARGE	\$10.00 EACH WAY
100.1 LBS. AND OVER	EXTRA LARGE	\$25.00 EACH WAY
	PALLET/OVERSIDE	\$100.00 EACH WAY
	BREAKING A PALLET	\$50.00 EACH WAY
	SHIPPING LABELS	\$3.00 EACH (PROCESSING FEES)

**STORAGE CHARGES:**

- ITEMS MAY BE STORED 3 DAYS PRIOR TO AN EVENT AT NO CHARGE. BASED ON LIMITED AVAILABLE SPACE.
- ANY ADDITIONAL STORAGE PRIOR TO THOSE 3 DAYS OR AFTER THE COMPLETION OF THE EVENT WILL BE \$10.00 PER DAY / PER PIECE. THERE IS A MAXIMUM CHARGE OF \$100 PER DAY.
- CRATE STORAGE \$100 PER CRATE / PER DAY.

**CONVENTION CHARGES:**

IF YOUR CONVENTION IS **USING AN EXPO COMPANY** ALL EXHIBITORS AND SUPPLIERS SHOULD **NOT** BE SHIPPING TO THE HOTEL. IF ITEMS ARE SHIPPED TO THE HOTEL THE FOLLOWING CHARGSE WILL APPLY:

- \$50.00 PER HOUR LABOR FEE – MINIMUM OF 4 HOURS FOR ANY FREIGHT IN AND OUT.
- THESE CHARGES ARE **IN ADDITION** TO THE SHIPPING/RECEIVING AND STORAGE CHARGES LISTED ABOVE.
- INDIVIDUALS SHIPPING/RECEIVING ITEMS WILL BE RESPONSIBLE FOR ALL CHARGES.

IF YOUR CONVENTION IS **NOT USING AN EXPO COMPANY** AND YOU SHIP ITEMS TO THE HOTEL, THE FOLLOWING CHARGES WILL APPLY:

- \$50.00 PER HOUR LABOR FEE – MINIMUM OF 4 HOURS FOR ANY FREIGHT IN AND OUT.
- THESE CHARGES ARE **IN ADDITION** TO THE SHIPPING/RECEIVING AND STORAGE CHARGES LISTED ABOVE.
- INDIVIDUALS SHIPPING/RECEIVING ITEMS WILL BE RESPONSIBLE FOR ALL CHARGES.

**RECEIVING HOURS ARE:**

- MONDAY – FRIDAY 5:30AM – 3:00PM
- PLEASE ARRANGE FOR YOUR ITEMS TO ARRIVE DURING THESE HOURS. SPECIAL ARRANGEMENTS CAN BE MADE UPON REQUEST.
- FREIGHT CARRIERS SHOULD HAVE THEIR OWN EQUIPMENT TO LOAD AND UNLOAD ITEMS. HOTEL IS NOT RESPONSIBLE FOR PROVIDING EQUIPMENT.



## SHIPPING INFORMATION

**PLEASE NOTE THAT THIS INFORMATION IS FOR THOSE NOT USING AN EXPO OR DRAYAGE COMPANY**

### LABELING:

- PLEASE LABEL ALL BOXES AND FREIGHT AS FOLLOWS:

**BURBANK AIRPORT MARRIOTT HOTEL**  
 2500 N. HOLLYWOOD WAY  
 BURBANK, CA 91505

EVENT NAME: \_\_\_\_\_ EVENT DATES: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EVENT MANAGER: \_\_\_\_\_

**NOTE: IF SENDING MORE THAT ONE PIECE, PLEASE MARK ITEMS AS FOLLOWS:  
 BOX 1 OF 2, BOX 2 OF 2, ETC.**

### DELIVERY & STORAGE:

- ITEMS MAY BE STORED 3 DAYS PRIOR TO AN EVENT AT NO CHARGE. BASED ON LIMITED AVAILABLE SPACE.

### CHARGES:

#### 1) STORAGE:

- ANY ADDITIONAL STORAGE PRIOR TO 3 DAYS OF ARRIVAL OF THE EVENT WILL BE \$10.00 PER DAY/ PER PIECE. (MAXIMUM CHARGE OF \$100 PER DAY). AT THE CONCLUSION OF THE EVENT IF STORAGE IS REQUIRED IT IS CHARGED AT \$10.00 PER ITEM / PER DAY UNTIL THEY ARE PICKED UP. (MAXIMUM CHARGE OF \$100.00 PER DAY)

#### 2) HANDLING:

WEIGHT	SIZE	IN AND OUT CHARGES
0 TO 10 LBS	SMALL	NO CHARGE
10.01 LBS TO 50 LBS	MEDIUM	\$5.00 EACH WAY
50.01 LBS TO 100 LBS	LARGE	\$10.00 EACH WAY
100.01 LBS. AND OVER	EXTRA LARGE	\$25.00 EACH WAY
PALLET	OVERSIZE	\$100.00 EACH WAY
BREAKING A PALLET		\$50.00 EACH WAY
SHIPPING LABELS		\$3.00 EACH – PROCESSING FEE

#### 3) LABOR:

**THE FOLLOWING CHARGES APPLY FOR ALL PACKAGES:** CHARGES WILL APPLY:

- \$50.00 PER HOUR LABOR FEE- MINIMUM OF 4 HOUR FOR ANY FREIGHT IN & OUT.
- THESE CHARGES ARE **IN ADDITION** TO THE SHIPPING/RECEIVING & STORAGE CHARGES LISTED ABOVE.
- ALL CLIENTS OR INDIVIDUALS SHIPPING OR RECEIVING ITEMS WILL BE RESPONSIBLE FOR ALL CHARGES



**SHIPPING INFORMATION**

**RECEIVING HOURS:**

- MONDAY – FRIDAY 5:30AM-3:00PM
- PLEASE ARRANGE FOR YOUR ITEMS TO ARRIVE DURING THESE HOURS.
- SPECIAL ARRANGEMENTS CAN BE MADE UPON REQUEST.
- HOTEL IS NOT RESPONSIBLE FOR PROVIDING EQUIPMENT.
- FREIGHT CARRIERS SHOULD HAVE THEIR OWN EQUIPMENT / LIFT GATE TO LOAD & UNLOAD ITEMS.

**PAYMENT:**

- ALL CLIENTS OR INDIVIDUALS SHIPPING OR RECEIVING ITEMS WILL BE RESPONSIBLE FOR ALL CHARGES
- A CREDIT CARD AUTHORIZATION FORM MUST BE COMPLETED AND PRESENTED PRIOR TO RECEIPT OF SHIPMENT
- PRICES ARE SUBJECT TO CHANGE

**OUTBOUND:**

**SHIP DATE:** \_\_\_\_\_ **DESTINATION:** \_\_\_\_\_

- ALL PROPER DOCUMENTATION (DOMESTIC/INTERNATIONAL) MUST ACCOMPANY SHIPMENT (CUSTOMS DOCUMENTS, COMMERCIAL INVOICES, ADDRESS LABELS AND DECLARED VALUE

<b>COMPANY/ORGANIZATION:</b>	<b>FREIGHT COMPANY:</b>
GROUP/CONFERENCE NAME:	NO. OF PIECES SHIPPED:
<b>CONTACT NAME:</b>	ESTIMATED DAY/DATE OF DELIVERY:

<b>OFFICE PHONE:</b>	<b>CELL PHONE:</b>	<b>EMAIL:</b>
MAILING ADDRESS:	CITY:	STATE: ZIP:

*PLEASE COMPLETE THE CREDIT CARD INFORMATION BELOW AND FAX TO YOUR CATERING OR EVENT MANAGER AT 818-563-9182 SO THAT WE CAN PROCESS.*

**CREDIT CARD HOLDER INFORMATION:**

NAME AS IT APPEARS ON THE CREDIT CARD: \_\_\_\_\_

CARD TYPE:     VISA     MC     AMEX     DINERS/CB     DISCOVER     JCB

ACCOUNT TYPE:     INDIVIDUAL (PERSONAL CREDIT CARD)

CORPORATE    COMPANY NAME: \_\_\_\_\_

CREDIT CARD ACCOUNT NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

ADDRESS:  
(WHERE STATEMENT IS MAILED) \_\_\_\_\_  
CITY, STATE AND ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX OR ALTERNATE NUMBER: \_\_\_\_\_

I CERTIFY THAT ALL INFORMATION IS COMPLETE AND ACCURATE. I HEREBY AUTHORIZE BURBANK AIRPORT MARRIOTT HOTEL TO COLLECT PAYMENT FOR ALL AUTHORIZED CHARGES ASSOCIATED WITH THIS EVENT BY PROCESSING A CHARGE TO THE CREDIT CARD LISTED ABOVE. I CERTIFY THAT I AM THE AUTHORIZED SIGNER OF THE CREDIT CARD LISTED ABOVE.

CARDHOLDER NAME:  
(PRINTED) \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_