



Doubletree Hotel San Jose
2050 Gateway Place
San Jose, CA 95110
408-453-4000

Filled Out By (for hotel use only): _____

Ship To Name: _____ Ship From Name: _____

Meeting/Event Date: _____ Expo: Y or N

Guest Arrival Date: _____ Check Out Date: _____ Room #: _____

Guest Phone #: _____ Guest Email: _____ EML Guest: Y or N

Method of Payment (please select one):

Room #: _____ Credit Card Type/Number/Exp: _____

House Acct #: _____ (for hotel use only) Master Account Folio: _____ (for hotel use only)

I elect to have a receipt of outgoing charges faxed or emailed to me. ☒ _____

Hotel Use Only

Message Left: OnQ, or Voicemail of Room, or Mobile Phone, or Unable to locate

of items: _____ Carrier: _____ Storage Location: _____

**Ship./Recv. Handling Charges
(based on total shipment weight):**

<u>LBS:</u>	<u>DESCRIPTION:</u>
0 to 10	small
10.01 to 50	medium
50.01 to 100	large
100.01 to 150	extra large
	pallet/oversize
	breaking pallet
	shipping labels

IN & OUT CHARGES:

NO CHARGE
\$5.00 each (in & out)
\$10.00 each (in & out)
\$15.00 each (in & out)
\$75.00 each (in & out)
\$25.00 each pallet
\$6.50 processing fee

Storage Charges:

- Items may be stored 3 days prior and 1 day after an event at no charge based on limited available space
- Any additional storage prior to those 3 days or after one day of the completion of the event will be \$10.00 per piece per day. There is maximum charge of \$100.00 per

ITEM	IN		ITEM	OUT		QTY	
#1	\$	lbs	#1	\$	lbs	Shpg Label	_____ Charge \$ _____
#2	\$	lbs	#2	\$	lbs	Pallet/Ovrsize	_____ Charge \$ _____
#3	\$	lbs	#3	\$	lbs	Pallet-break	_____ Charge \$ _____
#4	\$	lbs	#4	\$	lbs	Storage Days	_____ Charge \$ _____
#5	\$	lbs	#5	\$	lbs	Carrier Charges	\$ _____
#6	\$	lbs	#6	\$	lbs	Handling Charges In	\$ _____
#7	\$	lbs	#7	\$	lbs	Handling Charges Out	\$ _____
						Convention Charges	\$ _____
						Sub Total	\$ _____
						Grant Total	\$ _____

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, OR IF YOUR CONVENTION IS NOT USING AN EXPO COMPANY THE FOLLOWING CHARGES WILL APPLY:

- \$45.00/HOUR LABOR FEE—MINIMUM OF 4 HOURS FOR ANY FREIGHT IN AND OUT
- THESE CHARGES ARE IN ADDITION TO THE SHIPPING/RECEIVING & STORAGE CHARGES LISTED ABOVE

I.D. REQUIRED

GUEST SIGNATURE: _____

PRINT NAME: _____

DELIVERED BY: _____ **DATE:** _____ **TIME:** _____

Original/ACCT/Customer