

# REQUEST FOR PACKAGE SHIPPING AND DELIVERY

**(PLEASE PRINT) Please have the following label affixed to your packages:**

Name of Event:	Date of Event
Name of Company:	Booth Number
Name of On-site Contact for Your Company:	
Name of Resort Contact:	

**RESORT ADDRESS: 250 Kalahari Blvd. Pocono Manor, PA 18349**

To expedite the delivery of items shipped, please fill out the following information and email to [jcolumna@kalahariresorts.com](mailto:jcolumna@kalahariresorts.com)

**PACKAGE SHIPPING AND GUEST DELIVERY:**

Event Name:				
Participating Company Name:				
On Site Contact Name:				
Date packages are to be delivered:				
Total # of Items Shipped		*Advanced Rate	Standard Rate	Total Charges
	Letters	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	
	Display Cases	\$45.00 ea	\$60.00 ea	
	Pallets	\$75.00 ea	\$100.00 ea	
	Oversized Pallets	\$100.00 ea	\$200.00 ea	
	Crates (less 10 - 100 lbs)	\$100.00 ea	\$200.00 ea	
	Crates (100lbs or More)	\$250.00 ea	\$450.00 ea	
	Forklift and Operator <i>Must be schedule through CS Manager</i>	\$80.00 per hour	\$100.00 per hour	
	Total Items		Total Charges	

I, \_\_\_\_\_, hereby authorize the above charges to be billed to the below credit card.

Cardholder Name as it appears on Credit Card:	
Cardholder Billing Address:	
Daytime/Business Phone:	Evening Phone
Credit Card Number:	Expiration Date
Credit Card Type: (Circle one)	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Issuing Bank:	
Bank Phone Number (from back of your credit card):	

Shipments received more than 3 days prior to the start of the event may be subject to storage fees.

Outgoing shipping can be arranged with Convention Service Manager prior to end of event.

Vendor / Client is responsible for ALL Shipping costs.

\*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.