FONTAINEBLEAU®

Package Handling Form

☐ Exhibitor ☐ Sponsor ☐ Affiliate

Fontainebleau Miami Beach, 4441 Collins Ave, Miami Beach, FL 33140 Phone (305) 538-2000 Fax (305) 695-2420

Contact Information

Recipient's Name

Phone ( ) -

Company Name

Booth In-House Date

Group Name

ADDRESS BOXES AS SHOWN BELOW
Fontainebleau Miami Beach
Attn: Your Name and Arrival Date
Company Name c/o Main Group
4441 Collins Avenue
Miami Beach, FL 33140
Box 1 of ____

Anticipated Expenses

PLEASE NOTE: IF REQUIRED, SERVICES SHOULD BE ROUND TRIP!

Type of Expense	Schedule of Fees	Date Boxes Received	Date Boxes Delivered	#of Days Storage Fee Applies	Units	Total Expenses
Handling Fee Letter or Envelope	$ 5					#VALUE!
Handling Fee Small Box Less Than 20 Lbs.	$ 25					#VALUE!
Handling Fee Large Box, Case or Crate 21 Lbs. or More	$ 50					#VALUE!
Handling Fee Pallet (or Portion Thereof)	$ 95					#VALUE!
Storage Fee/per box/per day begins on day 3	$ 50					#VALUE!
Storage Fee/per pallet/per day begins on day 3	$ 100					#VALUE!
Other	$ -					$0.00

Sub Total	#VALUE!
7% Tax	#VALUE!
Grand Total	#VALUE!

Official Use Only

VISA ☐ MasterCard ☐ AMERICAN EXPRESS ☐ DISCOVER NETWORK ☐

Name on Card _____ P _____

Billing Address _____

City _____ State / Country _____ _____

Phone ( ) - Email (Receipt) _____

Your signature and or use of mailroom is in agreement and obligation of the Terms and Conditions of use below and authorizes **Fontainebleau Miami Beach** to process final charges, verified and adjusted for actual count, weight and storage, in settlement and consent of expenses incurred. Backup support is available upon request.

☐ Check here to receive a copy of your receipt via email.

Cardholder Signature _____ Date _____ Charge _____

I Have Read, Understand and Consent To Payment

IMPORTANT - PLEASE READ!

Terms and Conditions

1. Items shipped directly to hotel independent of drayage company selected by your organization (if applicable) will incur fees tor which payment is due to hotel.
2. Fees offset expenses to receive, hold and move packages to / from events, applicable on inbound / outbound as seperate charges and cannot be pro-rated.
3. Form of payment must be complete before package(s) can be released. Your credit card charge(s) may be processed or revised pre or post departure.
4. On-site Exhibitor / Sponsor / Affiliate storage is prohibited in advance of trade or exhibit show due to space limitations.
5. Packages, pallets or crates that are held for more than two (2) days from arrival and one (1) day post-event pickup will incur storage charges.
6. Storage begins and includes day of arrival. Weekends and holidays DO NOT qualify for free storage.
7. Hours of Operation are Mon - Sun 7 AM - 6:30 PM subject to change. Earlier or extended hours will incur additional fees.
8. Exhibitors, Sponsors, or Affiliates are NOT PERMITTED in mailroom due to insurance, safety and OSHA stipulations.
9. Fontainebleau, its agents or assigns accepts no liability, expressed or implied for package receipt condition or delivery delays to / from event location.
10. Outbound packages may be shipped on your account via the mailroom at comparable handling rates or through FedEx Office. See your CCM or dial x 3470.
11. Unclaimed packages will be disposed of after 30 days, in compliance with FL law, to recover expenses incurred, without prejudice or right of recourse.
12. For a complete list of all Terms and Conditions please email request to MIAmailroomdept@Fontainebleau.com.

For your protection the below section will be destroyed after processing

Account Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry Date ☐☐ / ☐ CSV ☐☐☐