

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

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					\$0.00
Handling Fee Small Box Less Than 20 L	\$ 25					\$0.00
Handling Fee Large Box, Case or Crate	\$ 50					\$0.00
Handling Fee Pallet (or Portion Thereof)	\$ 95					\$0.00
Storage Fee/per box/per day begins on day 3	\$ 50					\$0
Storage Fee/per pallet/per day begins on day 3	\$ 100					\$0
Other	\$ -					\$0.00



Sub Total	\$0.00
7% Tax	\$0.00
Grand Total	\$0.00

Official Use Only

Name on Card _____ P _____

Billing Address _____

City _____ State / Country _____

Phone () _____ Email (Receipt) _____

Your signature and 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 ☐ on 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

- Items shipped directly to hotel independent of drayage company selected by your organization (if applicable) will incur fees for which payment is due to hotel.
- Fees offset expenses to receive, hold and move packages to / from events, applicable on inbound / outbound as separate charges and cannot be refunded.
- 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.
- On-site Exhibitor / Sponsor / Affiliate storage is prohibited in advance of trade or exhibit show due to space limitations.
- 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.
- Storage begins and includes day of arrival. Weekends and holidays DO NOT qualify for free storage.
- Hours of Operation are Mon - Sun 8 AM - 6:00 PM subject to change. Earlier or extended hours will incur additional fees.
- Exhibitors, Sponsors, or Affiliates are NOT PERMITTED in mailroom due to insurance, safety and OSHA stipulations.
- Fontainebleau, its agents or assigns accepts no liability, expressed or implied for package receipt condition or delivery delays to / from event location.
- 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.
- Unclaimed packages will be disposed of after 30 days, in compliance with FL law, to recover expenses incurred, without prejudice or right of recourse.
- For a complete list of all Terms and Conditions please email request to MIAMailroomdept@Fontainebleau.com.

S:\Convention Services\SOPs\Package Delivery Proc Revised Exhibitor Package Handling Invoice 6 2014.xlsx

For your protection the below section will be destroyed after processing

Rev 7/2/2014



Account Number

Expiry Date

CSV

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