



Package Handling Form

Receiving Employee Name: _____

Boxes Arrival Date: _____ Time: _____

Carrier: _____

Guest Name: _____ Guest Arrival Date: _____

Guest Address: _____

Company/Event Name: _____

Guest Phone #: _____ Guest Fax#: _____

**Number of Boxes: _____

Box #: _____ Weight of Box _____ *Price per Box: _____

Box #: _____ Weight of Box _____ *Price per Box: _____

Box #: _____ Weight of Box _____ *Price per Box: _____

Box #: _____ Weight of Box _____ *Price per Box: _____

Box #: _____ Weight of Box _____ *Price per Box: _____

*Same fee applies to outgoing boxes.

**Charges do not include freight fees.

**Send all shipments to: Phoenix Marriott Mesa
200 North Centennial Way
Mesa, AZ 85201**

**Order form continued on page 2. All pages must be completed and sent to the
Phoenix Marriott Mesa for order to be complete.**

***** Payable by Credit Card or Guest Room Charge only*****

Package Handling Form Cont...

SHIPPING/STORAGE INFORMATION: Group must advise participants/exhibitors that any shipments to the hotel must be labeled with the recipient's name, group affiliation, and event date(s). It is the responsibility of the Group to notify exhibitors and individual participants that handling charges will apply. The hotel cannot receive any material prior to the three days before arrival/event. Shipments received before that date will be subject to a \$10.00++ (20% Service Charge and an applicable tax) per day/per package storage charge. Hotel has no liability for the delivery, security, or condition of the packages. Local regulations make it impossible for us to store hazardous and/or flammable material on the hotel premises.

A minimum handling charge on all incoming packages is \$10.00++ per package up to 25 pounds; packages over 25 pounds will be an additional \$10.00++ per 25 pound increments. Handling charges for outgoing packages are assessed at the same rates as incoming. Freight costs and shipping fees are not included in the handling fees. Hotel prefers that Group uses a carrier of their own choice and provides their account number for billing. A credit card or guest room charges are the only acceptable forms of payment. No personal checks accepted. Group/Guest must label all returning packages and specify if sending Next Day, Second Day Air, Airborne Express, UPS Ground delivery, etc.

Payment Policy:

PAYMENT IN FULL is required on all orders when order is placed. All amounts, except labor, are subject to a combined 20% Service Charge and applicable tax. All orders must be received five (5) days prior to show move-in in order to utilize the discounted rate. Regular rates will be charged for all orders received without payment or orders placed at move-in. Orders placed at move-in MAY NOT be possible. Acceptable forms of payment are by credit card or as a guest room charge only. No personal checks accepted. There is a \$25.00 service fee for any returned payments. Lessor will not be responsible for strikes, accidents, fires, an act of God or delays beyond control.

*Credit Card #: _____ Exp. Date: _____

Name on Card: _____

Event Name and Dates: _____

Authorized Signature: _____

By signing this agreement, you agree to all of the rules and regulations listed above and understand payment will be processed at the time this order is received.

***A legible copy of the back and front of the credit card being used must accompany this form. Please fax directly to the Catering & Convention Services offices at 480-464-5032.**

(1) Client (2) Convention Services (3) Accounting (4) Purchasing