

Paradise Point Resort & Spa Exhibitor Form

Please return this form to _____ no later than _____
via fax# 858-581-5953 or scanned to _____ Please contact (858) _____ with questions.

COMPANY/EXHIBITOR NAME: _____
YOUR NAME: _____ **BOOTH #** _____

PHONE #: _____ **EMAIL:** _____ *an email is required if you need a receipt*

PACKAGE DELIVERY TIME REQUEST: _____ *Receiving hours are Mon-Fri 7am-4pm.*

Requests outside this time frame need to be pre-arranged with your CS Manager.

Receiving and Delivery

Your exhibit materials may be delivered to the hotel no sooner than **3 days** prior to your arrival date. Contact your event organizer and your hotel contact to coordinate package delivery to booths and event spaces. Please make sure you are present at time of delivery to sign for all packages.

Drayage

Packages will be stored in a secure area at a flat cost of:

- \$5.00 per standard envelope
- \$15 for boxes less than 25lbs
- \$50 for boxes 25-60lbs
- \$75 for boxes 61-100lbs
- \$150 for boxes 101lbs or heavier
- \$375 for pallets
- \$700 for any pallet larger than a standard pallet (including doubles)

Shipping and Handling

For outbound packages the following will have a flat cost of:

- \$12 per box for boxes less than 60lbs
- \$50 per standard pallet
- Large equipment and boxes over 60lbs will be subject to additional fees
- \$5.00 per roll of Packing Tape
- \$15.00 per pallet wrap

Boxes must be staged and ready for pickup at the end of the show with your pre-printed shipping labels for the Hotel to bring to Shipping/Receiving. **After 2PM boxes will be shipped out the following business day.**

UPS services include Ground, 2nd Day, 3rd Day, Overnight, Overnight-Save and Overnight-AM. FedEx services include 2nd Day, Overnight, Priority and Overnight AM/PM Saver. UPS and FedEx have daily pickups from the hotel Monday-Friday for the above mentioned services. FedEx ground pick-ups **must be pre-arranged by the shipper directly with FedEx**. The hotel cannot arrange FedEx ground pick-ups on your behalf. No cash on delivery (COD) packages will be accepted. The Hotel policies on safe package handling are based on the advice from the United States Postal Service (USPS) and Federal Centers for Disease Control and Prevention (CDC).

OF IN-BOUND PACKAGES EXPECTED: _____ **#OUT-BOUND PACKAGES:** _____

(Estimated counts; exact number determined on-site)

ADDRESS PACKAGES TO: **Exhibitor Company Name:** _____ **Booth/Table #:** _____

Attn: _____,

Group Name:

Paradise Point Resort & Spa

1404 Vacation Road

San Diego CA 92109

Box _____ of _____

PAYMENT METHOD: MASTERCARD VISA AMERICAN EXPRESS DISCOVER

Card Number: _____ Expiration Date: _____ Security Code: _____

Card Holders Name: _____

**I hereby authorize the Paradise Point Resort & Spa to utilize my credit card for the detailed billing as noted above.

SIGNATURE: _____ **Date:** _____

INTERNAL ONLY-----

Conference : _____

Date: _____

EXHIBIT ROOM: _____

EXHIBITOR SETUP DAY: _____ **TIME:** _____

EXHIBITOR TEARDOWN DAY: _____ **TIME:** _____

ALICE# _____

MASTER ACCOUNT