



**Louisville Marriott Downtown
280 Jefferson Street
Louisville, KY 40202**

Attn: (Put your Event Manager here)
Group Name: (Group or Organization Name Here)
Date of Event: (Date Event Manager will need package)
Deliver to: (Time of Delivery)

All Incoming Shipments MUST Conform to this Label Specification

**Guest Parcel Delivery Form
(Incoming Shipping Charges)**

Date Received

**Group Box Inventory
Storage / Handling Charge**

Name of Group: _____

Attention: _____

Date: _____

Deliver To: _____

Printed Name: _____

Signature: _____

Exhibitor or other Convention – associated/ancillary guest:

- \$10.00 per box, handled
- \$20.00 per box, handled over 50 lbs.
- \$50.00 per display box, poster, large tube or oversized box, handled
- \$70.00 per display case, handled
- \$150.00 per shrink-wrapped pallet, handled (pallets must be self contained & properly sealed)
- \$300.00 per crate, handled over 150 lbs

* Refrigerated items - \$100.00 flat rate*

Select Method of Payment

- Guest Room Folio
- Credit Card Authorization - email to send: _____
- Group Master Account (approved authorized signers only)

Signature: _____