

**ESTANCIA  
LA JOLLA**  
HOTEL & SPA

## Exhibitor Shipping Form – In & Out Bound Packages

Please return this form to **Brett Hamblen**, *Conference Manager*, no later than **7-days prior to the event** via email to [bhamblen@estancialajolla.com](mailto:bhamblen@estancialajolla.com). Please call **(858)-964-6547** with any questions.

Shipments will not be delivered to the exhibit hall until the completed form is submitted to the hotel.

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**\*\* EXHIBITOR CONTACT INFORMATION \*\***

Exhibitor Name: _____	Conference Name: _____
Contact Name: _____	Booth Number: _____
Phone Number: _____	Exhibit Location: _____
E-Mail: _____	Exhibit Date/s: _____

*\*E-Mail is required if you need a receipt*

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**\*\* EXHIBITOR BILLING INFORMATION \*\***

**BILL TO CREDIT CARD**

*Credit Card Payment Link to be sent via Sertifi.*

E-Mail: \_\_\_\_\_  
*\*E-Mail is required if paying via Credit Card*

**BILL TO GUEST ROOM:**

Guest Name: \_\_\_\_\_

Confirmation/Room # \_\_\_\_\_

Contact #: \_\_\_\_\_

E-Mail: \_\_\_\_\_  
*\*E-Mail is required if you need a receipt*

**AUTHORIZED SIGNATURE:**    ×    \_\_\_\_\_    **DATE:**    \_\_\_\_\_  
*I hereby authorize Estancia La Jolla Hotel & Spa to bill for the charges noted below.*

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**\*\* HOTEL SHIPPING & HANDLING CHARGES \*\***

	Incoming Quantity	Outgoing Quantity	Total Quantity		PRICE		TOTAL
Per Box up to 25lbs:	_____	_____	_____	X	\$25.00ea	=	_____
Per Box 26 – 75lbs:	_____	_____	_____	X	\$45.00ea	=	_____
Per Box 76 – 100lbs:	_____	_____	_____	X	\$75.00ea	=	_____
Per Box 101+ lbs:	_____	_____	_____	X	\$150.00ea	=	_____
Pallet / Freight:	_____	_____	_____	X	\$300.00ea	=	_____

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*(Please Note: The above prices do not include the outgoing carrier charges from utilizing UPS, FedEx, USPS or DHL.)*

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## Shipping & Handling Information

- **RECEIVING:** Estancia La Jolla Hotel & Spa is pleased to accept and store all shipments of boxes/materials required for your event according to the following policies:
  - Deliveries must be received at the loading dock behind the hotel and clearly labeled with the following information:
    - **Guest/Recipient's Name:** \_\_\_\_\_ *(person who will ask for & pick up the package/s)*
    - **Exhibitor/Company Name:** \_\_\_\_\_
    - **Booth/Table Name or #:** \_\_\_\_\_
    - **Conference/Event Name:** \_\_\_\_\_

Estancia La Jolla Hotel & Spa  
9700 North Torrey Pines Road  
La Jolla, CA 92037  
Box # \_\_\_\_\_ of # \_\_\_\_\_
  - Meeting professionals MUST notify their Catering or Conference Manager of any shipments to the Hotel, especially if they require special handling. There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees. **General delivery charges are as follows:**

<b><u>Weight/Lbs</u></b>	<b><u>Charge</u></b>
Less than 25 lbs	\$25.00 per package/box
26 – 75 lbs	\$45.00 per package/box
76 – 100 lbs	\$75.00 per package/box
Over 101 lbs	\$150.00 per package/box
Pallet	\$300.00 per pallet
  - The Hotel cannot assume responsibility for storage of boxes received more than three (3) business days prior to the Group's meeting, event or program.
  - The Hotel does not accept liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The sender is responsible for insuring its property for loss or damage. All packages must be clearly marked with a return address.
  - Deliveries requiring the use of the loading dock for an extended period of time and/or special equipment need to be coordinated with the your Conference Manager in advance. Charges may apply.
  - Exhibit materials must be shipped through the Group's designated drayage company. Any exhibitor choosing to ship packages directly to the Hotel are subject to shipping and handling fees.
  - Any shipment being sent on your behalf through sponsors and/or vendors should be informed of these procedures.
  - Packages can be retrieved by contacting our Purchasing Department by dialing Ext. 6637 on any Hotel house phone. When calling, please let our Purchasing Manager know where you would like your packages delivered (i.e. your exhibit booth, your guestroom, etc). If they are unavailable, please contact your Conference Services Manager.
  - **Please make sure you are present at the time of delivery to sign for all packages.**
- **SHIPPING:** Estancia La Jolla Hotel & Spa is pleased to ship out all boxes/materials according to the following policies:
  - Pre-Paid shipping label must be provided.
  - General handling charges will be the same as General delivery charges listed above.
  - Courier pick-ups must be pre-arranged by the shipper directly with the Carrier. The Hotel cannot arrange pick-ups on your behalf.

## HOTEL &amp; SPA

**Maximum Weight:** 1,000lbs\*

**Elevator Opening:** 47.5" Wide x 81" High

**Elevator Dimensions:** 66" Wide x 98" Deep, 108" High

*deliveries" with drayage company.*

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