



WALDORF ASTORIA®
MONARCH BEACH RESORT & CLUB

Exhibitor Shipping & Receiving Information

LABEL BOXES:

Vendor Name:

Name of Conference and Dates

C/O Waldorf Astoria, Monarch Beach Resort & Club

One Monarch Beach Resort

Dana Point, CA 92629

Box # ____ of ____

- Shipments can be received up to 3 days prior to start of conference date
- Shipments received earlier will be charged an addition \$5.00 per box

Inbound Handling Fees:

Zero – 5 pounds	\$5.00 per box
6-20 pounds	\$10.00 per box
21-50 pounds	\$15.00 per box
50 + pounds	\$25.00 per box
Crates and Pallets	\$100.00 each + \$5.00 handling fee

Outbound Handling Fees:

\$5.00 per box plus cost of Inbound Fees listed above

Credit Card Information

All credit card information for shipping is now done electronically. Please provide the information below so that we are able to send an electronic form to your email address for payment. The electronic credit authorization form will come from Sertifi, which is a secure online service. Please do not hesitate to reach out should you have more questions.

Company Name: _____

City, State Zip: _____

Phone # _____

Email Address: _____

Signature: _____ Today's Date: _____

Please transmit this form only via secure email to bianca.anderson@waldorfastoria.com