

OUTGOING SHIPPING FORM

Requirements: All freight to be shipped from Tan-Tar-A Resort must be **securely packed**, sealed, and labeled with the next destination's address. Outgoing Shipping Form must be completed in its entirety. If you need assistance with labels, packing tape, etc., please dial "5-0" from any house phone and ask for the Exhibitor Coordinator or a Catering Supervisor.

Name of Sender / Group _____
 Business Phone Number _____ Cell Phone Number _____
 Number of Parcels _____ Date _____ Email _____
 Total Weight # _____ Outgoing Shipment Fee \$ _____
 Storage Fee \$ _____ **TOTAL \$** _____

METHOD OF PAYMENT:

Room Charge = Room Number _____
 Credit Card = Card Number _____
 Name on Card _____ Exp. Date _____
 3 or 4 Digit Security Code on Back of Credit Card _____
 Check (must be verified at the Front Desk)

UPS Account Number _____

FedEx Account Number _____

Level of Service: _____ (If you do not specify, Ground will be used)

Do you require insurance? _____ Any hazardous materials? _____

TO ARRANGE FOR PICKUP FROM A PRIVATE DRAYAGE COMPANY:

Company to pickup shipment _____
 Date of Pickup _____
 Freight Company Phone Number _____
 Bill of Lading Information _____

Guest Name (Please Print) _____

Guest Signature X _____

TAN-TAR-A PACKAGE HANDLING FEES

Package Size	Delivery	Outgoing Shipment	Storage Fee (24 hours - 7 days)	Storage Fee (8 - 14 days)
1-10#	\$3	\$5	\$3	\$10
11-35#	\$10	\$10	\$10	\$20
36-100#	\$25	\$25	\$25	\$40
½ Pallet, or over 100#	\$50	\$50	\$50	\$75
Full Pallet	\$65	\$65	\$65	\$65

Tan-Tar-A Resort will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from its negligence.