



Shipping/Delivery Form
Complete and email to: ssaenz@omnihotels.com

Company Name: Booth Number:
Onsite Contact: Onsite Phone Number:
Company Address:

Shipping and receiving hours are 8:00am-3:30pm Monday through Friday.
Packages may be delivered to the Hotel within 48 hours of the date of the function.

Storage fee of \$10.00 will apply to all items received more than (3) days pre/post guest departure.

Pricing:

Table with 2 columns: Description, Cost. Rows include Flat Envelopes & 0.0 - 1.0 Packages (\$2.00 each), Packages (1.1 - 10 lbs.) (\$10.00 each), Packages (10.1 - 25 lbs.) (\$25.00 each), Packages (25.1 - 50 lbs.) (\$50.00 each), Packages (50.1 - 75 lbs.) (\$75.00 each), Packages Over 75.1 lbs. (\$100.00 each), Pallets & Crates (75 lbs. and over) (\$200.00 each).

\*Each cost is per incoming and outgoing items

How Many Packages will be delivered:

Flat Envelopes Tubes Boxes Cases Pallets

How Many Packages will be shipped out:

Flat Envelopes Tubes Boxes Cases Pallets

Package Information:

In order to ensure proper delivery and distribution of your package; please ensure your name or the name of the on-site guest is on the package along with a contact number and name of the conference/ event. Our hotel physical address is 900 N. Shoreline Blvd., Corpus Christi, Texas 78401.

Loading & Unloading

The hotel cannot be responsible for the loading or unloading of packages, parcels or pallets. The courier or delivery service must be prepared to both load and unload any packages, parcels or pallets that are delivered or retrieved.

Payment Information

The package fees can be billed to a guest's room or credit card number (credit card authorization form will be emailed for completion via link). All packages will be held until a payment method has been confirmed.

*Credit Card Payment:*

If paying by credit card please submit signed shipping/receiving form along with the email address of the person who will complete the credit card authorization form prior to arrival. Once signed form/information is received you will receive a secure credit card link for completion of payment.

Email address \_\_\_\_\_

*Room Charge:*

If charging to the guest room please submit signed shipping/receiving form along with guest name and confirmation number.

Name of Guest \_\_\_\_\_ Confirmation# \_\_\_\_\_

The hotel, as an accommodation to and at the request of the undersigned, has accepted on behalf of the undersigned and as its agent, in apparently good order but without representation of verification as to actual condition or repair and without incurring any inference or presumption to the contrary, the parcels described and the undersigned acknowledges and agrees that the hotel, its agents and employees assume no risk and will incur no liability for damage, loss, or injury to said parcel, regardless of the cause, and the undersigned hereby releases and forever discharges the hotel, from any liability, risk, claim or demand whatsoever.

Form Completed By: \_\_\_\_\_

Signature: \_\_\_\_\_

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**For Hotel Use Only**

Exhibitor Parcel Delivery Form		
Date Received:	Area Stored:	
Recipient Name:		
Sender Name:		
Number of Parcels	Description & Remarks	Method of Shipment