

**Baltimore Marriott Waterfront Hotel
700 Aliceanna Street, Baltimore, MD 21202
(410) 385-3000**

GROUP SHIPPING & RECEIVING VENDOR/CONTRACTOR AUTHORIZATION FORM

GROUP SHIPPING AND RECEIVING VENDOR/CONTRACTOR AUTHORIZATION FORM				
Sender's Name:		# of parcels: Airbill #:		
Group Name: TurnKey Conference April 15-16, 2010		Item Sent: (please circle) Letter Pak Box Tube Other		
Carrier: (please circle) US Mail UPS Airborne Fedex DHL Other_____		Shipped: (please circle) Overnight 2 nd Day 3 rd Day Ground Other		
Recipient:		Sender's Phone #:		
Address:		Room #:		
Bill to: (please circle) Cash Credit Card Room Acct		Event Manager:		
FEDEX, UPS or DHL Account #:		Card Holder Name: (printed)		
Credit Card # and Exp. Date:		Card Holder Signature:		
PLEASE NOTE: HOTEL CHARGES DO NOT INCLUDE CARRIER CHARGES. CARRIER CHARGES WILL BE ADDED AT TIME OF SHIPMENT.				
INCOMING/OUTGOING PARCELS				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Parcels 2 – 25 Lbs.		\$5.00 per parcel		
Parcels 30 – 50 Lbs.		\$15.00 per parcel		
Parcels 51 – 75 Lbs.		\$20.00 per parcel		
Parcels over 75 Lbs.		\$30.00 per parcel		
INCOMING/OUTGOING CASES				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Large cases /crates		\$100.00 per case		
INCOMING/OUTGOING FREIGHT USAGE				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Man hours		\$35.00 per hour		
INCOMING/OUTGOING PALLETS (Pallets must be shrunk wrapped, and self contained)				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
All Pallets		\$50.00 per pallet		
Break Down /restack pallet		\$75.00 per pallet		
STORAGE CHARGES (applies to any/all materials held more than 3 days before or after date of function)				
Item	# of Days Held	Hotel Charge	Carrier Charge	Total Charge
All Materials		\$25.00 per day		
LOADING/UNLOADING TRUCK CHARGES (loading/unloading by forklift/pallet jack)				
Item	Number of Hours	Rate		Total Charge
Pallets		\$50.00 per pallet		