



Doubletree Hotel San Jose  
 2050 Gateway Place  
 San Jose, CA 95110  
 408-453-4000

Filled Out By (for hotel use only): \_\_\_\_\_

Ship To Name: \_\_\_\_\_ Ship From Name: \_\_\_\_\_

Meeting/Event Date: \_\_\_\_\_ Expo: Y or N

Guest Arrival Date: \_\_\_\_\_ Check Out Date: \_\_\_\_\_ Room #: \_\_\_\_\_

Guest Phone #: \_\_\_\_\_ Guest Email: \_\_\_\_\_ EML Guest: Y or N

**Method of Payment (please select one):**

Room #: \_\_\_\_\_ Credit Card Type/Number/Exp: \_\_\_\_\_

House Acct #: \_\_\_\_\_ (for hotel use only) Master Account Folio: \_\_\_\_\_ (for hotel use only)

**I elect to have a receipt of outgoing charges faxed or emailed to me. X** \_\_\_\_\_

**Hotel Use Only**

Message Left: OnQ, or Voicemail of Room, or Mobile Phone, or Unable to locate

# of items: \_\_\_\_\_ Carrier: \_\_\_\_\_ Storage Location: \_\_\_\_\_

**Ship./Recv. Handling Charges (based on total shipment weight):**

LBS:	DESCRIPTION:
0 to 10	small
10.01 to 50	medium
50.01 to 100	large
100.01 to 150	extra large
	pallet/oversize
	breaking pallet
	shipping labels

**IN & OUT CHARGES:**

NO CHARGE  
 \$5.00 each (in & out)  
 \$10.00 each (in & out)  
 \$15.00 each (in & out)  
 \$75.00 each (in & out)  
 \$25.00 each pallet  
 \$6.50 processing fee

**Storage Charges:**

- Items may be stored 3 days prior and 1 day after an event at no charge based on limited available space
- Any additional storage prior to those 3 days or after one day of the completion of the event will be \$10.00 per piece per day. There is maximum charge of \$100.00 per

ITEM	IN	ITEM	OUT	QTY		Charge \$
#1	\$	lbs	#1	\$	lbs	Shpg Label _____
#2	\$	lbs	#2	\$	lbs	Pallet/Ovrsize _____
#3	\$	lbs	#3	\$	lbs	Pallet-break _____
#4	\$	lbs	#4	\$	lbs	Storage Days _____
#5	\$	lbs	#5	\$	lbs	Carrier Charges _____
#6	\$	lbs	#6	\$	lbs	Handling Charges In _____
#7	\$	lbs	#7	\$	lbs	Handling Charges Out _____
						Convention Charges _____
						Sub Total _____
						Grant Total _____

**CONVENTION CHARGES:**

IF YOUR CONVENTION IS USING AN EXPO COMPANY ALL EXHIBITORS AND SUPPLIERS SHOULD NOT BE SHIPPING TO THE HOTEL. IF ITEMS ARE SHIPPED TO THE HOTEL, OR IF YOUR CONVENTION IS NOT USING AN EXPO COMPANY THE FOLLOWING CHARGES WILL APPLY:

- \$45.00/HOUR LABOR FEE—MINIMUM OF 4 HOURS FOR ANY FREIGHT IN AND OUT
- THESE CHARGES ARE IN ADDITION TO THE SHIPPING/RECEIVING & STORAGE CHARGES LISTED ABOVE

**I.D. REQUIRED**

**GUEST SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DELIVERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

Original/ACCT/Customer