

# REQUEST FOR PACKAGE SHIPPING AND DELIVERY

**(PLEASE PRINT) Please have the following label affixed to your packages:**

|   |               |
|---|---------------|
| Name of Event:                            | Date of Event |
| Name of Company:                          | Booth Number  |
| Name of On-site Contact for Your Company: |               |
| Name of Resort Contact:                   |               |

**RESORT ADDRESS: 250 Kalahari Blvd. Pocono Manor, PA 18349**

To expedite the delivery of items shipped, please fill out the following information and email to [jcolumna@kalahariresorts.com](mailto:jcolumna@kalahariresorts.com)

**PACKAGE SHIPPING AND GUEST DELIVERY:**

| Event Name:                        |   |                  |                   |               |
|------------------------------------|---|------------------|-------------------|---------------|
| Participating Company Name:        |   |                  |                   |               |
| On Site Contact Name:              |   |                  |                   |               |
| Date packages are to be delivered: |   |                  |                   |               |
| Total # of Items Shipped           |   | *Advanced Rate   | Standard Rate     | Total Charges |
|                                    | Letters   | No Charge        | No Charge         |               |
|                                    | Boxes/packages/tubes<br>0 lbs - 35 lbs                              | \$8.00 ea        | \$10.00 ea        |               |
|                                    | Boxes > 35 lbs or oversized/bulky                                   | \$16.00 ea       | \$24.00 ea        |               |
|                                    | Display Cases   | \$45.00 ea       | \$60.00 ea        |               |
|                                    | Pallets   | \$75.00 ea       | \$100.00 ea       |               |
|                                    | Oversized Pallets   | \$100.00 ea      | \$200.00 ea       |               |
|                                    | Crates (less 10 - 100 lbs)  | \$100.00 ea      | \$200.00 ea       |               |
|                                    | Crates (100lbs or More)   | \$250.00 ea      | \$450.00 ea       |               |
|                                    | Forklift and Operator<br><i>Must be schedule through CS Manager</i> | \$80.00 per hour | \$100.00 per hour |               |
|                                    | Total Items   |                  | Total Charges     |               |

I, \_\_\_\_\_, hereby authorize the above charges to be billed to the below credit card.

|   |                 |
|---|-----------------|
| Cardholder Name as it appears on Credit Card:   |                 |
| Cardholder Billing Address:   |                 |
| Daytime/Business Phone:   | Evening Phone   |
| Credit Card Number:   | Expiration Date |
| Credit Card Type: (Circle one)  |                 |
| <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover |                 |
| Credit Card Issuing Bank:   |                 |
| Bank Phone Number (from back of your credit card):  |                 |

Shipments received more than 3 days prior to the start of the event may be subject to storage fees.

Outgoing shipping can be arranged with Convention Service Manager prior to end of event.

Vendor / Client is responsible for ALL Shipping costs.

\*Advanced Rate is only available for Vendors/Clients completing and returning this form a minimum of 5 Business Days prior to start of event. All Forms received after this date or on start date of event will be charged standard rates.