



INCOMING SHIPPING FORM

Please Email Completed Form to Katherine.Steinau@ihg.com No Later than **October 19, 2020**.

Group Name: _____
Event Dates: _____
Company/Exhibitor Name: _____
Onsite Contact Information:
Name: _____
Phone Number: _____
Email Address: _____

All Incoming Shipments Should be Labeled as Follows:

InterContinental San Diego
ATTN: **Exhibitor Name / Group Name**
C/O: Gloria Grijalva - 619-535-0452
901 Bayfront Court Suite 1
San Diego, CA 92101

***** Please Note- Upon Receipt of this Form, a Link will be Sent to Your Email Address Provided to Complete a Credit Card Authorization – If not completed, packages may be delayed on setup day *****

Cardholder's Signature: _____

By Signing the Above, Signer Agrees to Below Shipping Charges for Incoming Exhibitor Boxes.

-\$5 for Boxes 1-10 LBS
-\$20 for Boxes 11-30 LBS
-\$40 for Boxes 31-60 LBS
-\$75+ for Boxes 61 LBS+
-\$100 for Cases and Oversize Boxes
-\$350 for Standard Single Size Pallets

Storage Fees of \$25 per Day Apply for Packages Received (3) Days Prior to Exhibitor Load-in.
Packages will be Returned to Sender if Received More than (14) Days Prior to Event Start Date.

***Outgoing Packages Must Be Arranged in Advance. Boxes Must Be Pre-Labeled & Ready for Shipment & will be Subject to a \$10 Handling Fee. Any Packages Not Labeled & Ready for Shipment will Incur the Above Incoming Pricing & \$10 Handling Fee ***

If Form is Not Completed by Date Noted Above, Packages May Be Delayed on Set Up Day