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