

# Exhibitor Inbound Shipping Form

Please email this completed form to your conference services manager: \_\_\_\_\_  
and [receiving\\_dl@paradisepoint.com](mailto:receiving_dl@paradisepoint.com) no later than (2) weeks prior to arrival.

## Shipping & Receiving Guidelines

Shipments may be delivered to the hotel no sooner than (3) days prior to your arrival date. Items that arrive earlier are subject to an additional storage fee equivalent to the relocation fee below. All trucks must be equipped with a lift gate. Resort forklifts, pallet jacks and other equipment must be operated by Resort employees. Group usage of this equipment is prohibited.

Initial

## Receiving & Delivery Fees

Until delivered to your designated meeting space, packages will be stored in a secure location. Resort will deliver all packages to the location you request below. Should you require packages to be moved to a new location after the initial delivery, additional fees will incur.

Storage & Delivery Fees (initial)	Relocation Fees (after initial delivery)
\$15 per standard envelope	\$5 per standard envelope
\$30 per box less than 25lbs	\$10 per box less than 25lbs
\$80 per box 25-60lbs	\$20 per box 25-60lbs
\$130 per box 61-100lbs	\$30 per box 61-100lbs
\$225 per box over 101lbs	\$50 per box over 101lbs
\$550 per standard pallets	\$150 per standard pallets
\$1000 for any pallet larger than a standard pallet (including doubles)	\$250 for any pallet larger than a standard pallet (including doubles)

Initial

## Exhibitor Information Required

Required Address Label Format	Expected Number of Inbound Packages
Attn: _____ Group Name: _____ Paradise Point Resort & Spa 1404 Vacation Road San Diego, CA 92109 Box <input type="text"/> of <input type="text"/>	( <input type="text"/> ) standard envelopes ( <input type="text"/> ) boxes less than 25 lbs ( <input type="text"/> ) boxes 25-60 lbs ( <input type="text"/> ) boxes 61-100 lbs ( <input type="text"/> ) boxes over 101 lbs ( <input type="text"/> ) standard pallets ( <input type="text"/> ) pallets larger than a standard pallet (including doubles)
<b>Tracking Numbers Required:</b>	
Exhibitor Information	
Exhibitor Name: _____	Booth Number: _____
Contact Name: _____	Contact Phone: _____
Contact Email: _____	<b>**A secured certifi link will be sent via email for all charges**</b>

*Exhibitor responsible for verifying the delivery of all packages to meeting space.  
Hotel assumes no liability for any items left in the meeting rooms.*