

Kansas City Marriott Country Club Plaza
Shipping/Receiving Charge Authorization Form

Group Name: _____
Event Date: _____
Exhibitor Name: _____
Bill Guest Room: _____
Reservation Confirmation # _____ Guest Room # _____

Bill Card Holder Name (as it appears on card): _____
As it appears on card

Billing Address: _____

Telephone Number: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Type: _____

Statement of Cardholder

*A \$10 per box package handling fee for small to medium size boxes and \$25 fee for large boxes will be assessed for each exhibitor receiving packages at the hotel. Should boxes arrive more than 2 days prior to event start date a \$50 fee will be charged to the exhibitor per day. For packages that need to be shipped out after the end of the program, a shipping label with the appropriate shipping account number must be placed on package for item to be shipped. **A package handling fee is not charged for shipping boxes out.***

Should exhibitors need audio visual, exhibitors may add this upon arrival with PSAV. Payment is due time of receipt.

*A \$100 pallet package handling fee will be assessed for each exhibitor receiving pallets at the hotel. Should pallets arrive more than 2 days prior to event start date a \$50 fee will be charged to the exhibitor per day. Please note: The entrance from the loading dock that packages/pallets are received is **43 " WIDE AND 5'10" HIGH**.*

The hotel MUST be notified prior to any pallets being shipped to verify dimensions and logistics for getting it into the building. Hotel will not accept any pallets without prior notification.

*For pallets/packages that need to be shipped out after the end of the program, a shipping label with the appropriate shipping account number must be placed on each package/pallet for item to be shipped. Hotel staff will not package or fill out shipping labels to be shipped out. **A package handling fee is not charged for shipping boxes out.***

I authorize the Marriott Country Club Plaza to charge the following Box Handling Fee of \$10/\$25 per box for _____ boxes totaling \$ _____. In addition, I authorize the hotel to charge a box storage fee of \$50.00 per day for _____ days totaling \$ _____ for packages received more than two business days prior to the start of the event.

Date Signature of Card Holder or Approval to Bill Hotel Room

PLEASE EMAIL THIS COMPLETED AUTHORIZATION FORM TO MS. STACY BLAIR at stacy.blair@interstatehotels.com. For questions call 816-303-4556.

Shipping Address Label

Vendor Name/Company Name
Vendor Arrival Day
Name of Conference/Group
Kansas City Marriott Country Club Plaza
4445 Main St.
Kansas City, MO 64111
Telephone Number