



**Pediatric Urology Fall Congress
September 14-16, 2018**

EXHIBITOR SHIPPING AND RECEIVING INFORMATION

- The hotel has a FedEx business center who will receive shipments – please see the Fed Ex shipping instructions on the next page.
- All shipping must be pre-paid
- All shipments must be received no earlier than 3 days before the meeting, or before September 10th
- Shipments can be picked up at the FedEx Business Office or you can make arrangements for FedEx to deliver them to the exhibit area, Augusta Ballroom C-F, during the installation time on Friday September 13th: 6:00 am – 7:00am.

If you have any questions or concerns please contact the hotel event manager, noted below or the FedEx Business Center

Michelle Yeager, CMP | Senior Event Manager
THE WESTIN PEACHTREE PLAZA | 210 Peachtree Street Northwest
Atlanta, GA 30303 | United States
Michelle.Yeager@westin.com
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HCO Parcel Management Credit Card Authorization Form

Please check one or both exhibits:

PUNS Sept 13-14 Augusta BR

SPU FC Sept 14-16 8th fl trc

Instructions

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered in OTP/FPOS) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Customer/Account Information

Customer Name / Event Name:		
Email:	Cell:	
Package IDs or Tracking Numbers:		
Transaction Amount:	Date:	OTP Receipt Number:
Notes:		

----- DETACH AND SHRED IMMEDIATELY AFTER THE TRANSACTION IS TENDERED -----

Name of the Credit Card Account Holder:	Credit Card Type: <ul style="list-style-type: none"> <input type="radio"/> Visa <input type="radio"/> FedEx Office Account # <input type="radio"/> FedEx Account # <input type="radio"/> AMEX <input type="radio"/> MasterCard <input type="radio"/> Discover <input type="radio"/> Dinners Club
Credit Card Number :	Expiration Date: \$ CVV :
Account Holder Signature:	Billing Zip Code:

Inbound Shipping Instructions – Guest / Event Packages

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by FedEx Office require a release signature before being released from FedEx Office's custody to the intended recipient. Release signatures are captured during delivery of package(s) to the recipient. Inbound receiving/delivery fees will be applied on a per package basis, as outlined in the fee schedule below. These fees are separate from those charges assessed by your carrier for the shipping/transportation of parcels to/from the hotel. FedEx Office provides the delivery of packages to the meeting rooms only. Please contact Service Express to arrange for package delivery to guest rooms.

Please use the name of the recipient who will be onsite to receive and sign for the package(s). Do not address your package(s) to the Hotel Staff or your Event Manager as this could cause a delay in the package sorting and retrieval process. Package deliveries to meeting rooms may be scheduled by contacting the on-site FedEx Office Business Center at (404) 330-0753. Package deliveries should only be scheduled after the recipient has checked into the hotel.

Please schedule your shipment(s) to arrive 1 - 3 days prior to the event start date.

Event Shipment(s) – Label Standard:

Affix a label with the following information (in addition to the airbill).

<p>The Westin Peachtree Plaza Hotel Pediatric Urology Fall Congress September 14-16, 2018 Hold For Guest: [Company Rep. Name Arrival Date] [Company Name, Table #, Cell Phone] 210 Peachtree St. NW Atlanta, GA 30303</p>

Outbound Shipping Instructions – Guest / Event Packages

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office Business Center. FedEx Express shipping supplies and airbill forms are also available and are complimentary. Outbound packages being picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

Package Handling Fees

Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

Weight Class	Inbound Receiving Fee	Inbound Receiving/Delivery Fee	Outbound Drop Off Handling Fee	Outbound Pickup/Handling Fee
0.0 – 1.0 lbs.	\$0.00	\$5.00	\$0.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00	\$25.00	\$50.00
60.0 lbs. and Over	\$25.00	\$70.00	\$25.00	\$70.00
Crate & Pallet *	\$150.00	\$150.00	\$150.00	\$150.00

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A Labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor fee can be charged in 15 minute increments.

Package Storage and Oversize Item Fees

In addition to any and all Package Handling Fees, Package Storage Fees will be applied to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

Days	Storage Fee/Day	Oversize Fee/Day
1 – 5 Days	No Charge	No Charge
6 – 7 Days	\$25.00	\$25.00
8 Days and Over	\$50.00	\$25.00

Terms & Conditions: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.