



Sheraton®
NEW YORK
TIMES SQUARE
HOTEL

SHIPPING & RECEIVING FORM

Sheraton New York Times Square Hotel
811 Seventh Avenue New York, NY 10019

- A signed copy of this order form must be emailed to your Event Manager 10 days prior to your arrival
- Installation date and time cannot be guaranteed on all orders placed within 48 hours of installation date
- Incomplete forms cannot be accepted.
- Once form is completed and submitted, a credit card link will be sent for completion.
- Credit card information must be submitted to the hotel 7 days prior to your arrival.
- Packages will only be delivered to desired location if a valid method of payment is on file.

Show/Meeting Name:			Show/Meeting Date(s):		
Company Name:			Booth No./ Meeting Room:		
Address:			City	State	Zip
Telephone:	Email:	On Site Contact:			
Items	Quantity	Rate	Additional Charges: \$1.50 per box or \$12.50 per Bell Cart		Total
Packages/boxes 0-5 lbs		\$7.50/box			\$
Packages/boxes 6-21 lbs		\$15.00/box			\$
Packages/boxes 22-50 lbs		\$20.00/box			\$
Packages/boxes over 51-100 lbs		\$30.00/box			\$
Crates		\$75.00/crate			\$
Outbound Package Handling Fee		\$7.50/item			\$
			Subtotal		\$
			8.875% NY Tax		\$
			Total		\$

PACKAGE ROOM HOURS OF OPERATION:

Monday – Friday 6am-8pm & Saturday & Sunday 8am-4pm

*Additional charges may apply if assistance is required outside of the above listed Hours of Operation.

Please note the following:

- We do not accept pallets; all pallets must be unloaded at the loading dock.
- The price on receiving will be based on pounds and includes storage. If the storage exceeds 3 days, a \$25.00 per item/day storage fee will be added.
- Due to the high volume of packages received we will not be able to hold packages for longer then five business days. At the end of the five business days management reserves the right to discard any unclaimed items.
- Unclaimed items will be returned to the sender providing sender's return information and account numbers are available.

NOTE: Items must be shipped to the address below and labeled as follows:

<p><u>Shipping Address:</u> Sheraton New York Times Square Hotel 811 Seventh Avenue New York, NY 10019 212-581-1000</p>	<p><u>Labeling:</u> Hold For: (Event/ Meeting Name) Attention: ("Received By" or On-Site Contact) Meeting & Event Manager Name Event/Meeting Date: M/D/Y Meeting Room Name/Booth #: Number of Boxes: (1 of X, 2 of X, etc.)</p>
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Hotel Use Only: Credit Card Authorization _____ **Account #** _____