

BUSINESS CENTRES BY:

CHECKT



SHIPPING DETAILS

Shipment is for: Exhibitor Conference Sponsor Other: _____

DELIVERED FOR(ON-SITE CONTACT): _____

EVENT / MEETING NAME: _____

ROOM/BOOTH: _____ PHONE NUMBER(ON-SITE CONTACT) _____

FROM / SHIPPER NAME: _____

SHIPPER EMAIL ID: _____ TEL (____) ____-____-____

HOTEL EVENT MANAGER: _____

DELIVERY OPTIONS

I will pick up items at Business centre Prior to event.
CheckT Business Centre hours: Monday-Friday 7 a.m. – 6 p.m.
Date of pick up: _____

Deliver to Meeting Room
Location: _____
Date: _____

Deliver to Alternate location.
Location: _____
Date: _____

DELIVERY WINDOW (SELECT ONE)

8 AM – NOON

1 PM – 4 PM

AFTERHOURS

6 AM – 8 AM

6 PM – 9 PM

**** May be subject to surcharges depending on the scope of the job. ****

**** Handling fees will apply. ****

BOX _____ OF _____

BEST VALUE FOR ITEM ARRIVAL IS:

5 BUSINESS DAYS IN ADVANCE TO YOUR EVENT DATE

