



## PRE-SHOW FREIGHT DELIVERY FORM

The following are rates for material handling at the Embassy Suites Albuquerque – Hotel & Spa. Rates for material handling include all **labor & equipment to unload shipments** received (up to 2000 pounds), store up to **3 days prior** to the event at the Hotel, **deliver to booth/stage, handle empty containers to/from storage and remove from booth for reloading onto outbound carriers. You must submit this form to The Hotel to insure acceptance of your freight.** Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A \$50 per day storage fee will apply thereafter. **To insure proper identity freight must be labeled:**

**TO:** Embassy Suites Albuquerque – Hotel & Spa, ATTN: (VENDOR OR CLIENT)  
1000 Woodward Pl NE  
Albuquerque, NM 87102

**FROM:**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_  
Move-in date: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Shipping Weight in 100 lb increments - \$35.00  
Estimated Shipping Weight (round to nearest 100lbs) - \_\_\_\_\_ lbs  
Total Charges- \$ \_\_\_\_\_

Number of pieces / Description of Freight: \_\_\_\_\_

**FOR ASSISTANCE CALL Convention Services Concierge – (505) 353-5443**

### Form of Payment Information

**Form of Payment:** Check # \_\_\_\_\_  
Credit Card (Amex, Visa, Mastercard, Diner's Club, Discover, JCB)

**Card Information:** Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_  
Name on Card: \_\_\_\_\_

**Cardholder** Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_

I hereby authorize the following charges to the above credit card for material order services at the Embassy Suites Albuquerque – Hotel & Spa. I understand that I will be held solely responsible for the payment of said charges. Included is a front & back copy of the card.

Signature \_\_\_\_\_

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an "Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.