

# Shipping and Tracking Form

RETURN BY: **Friday, October 31, 2014**

RETURN TO: **Matt Peterson(Fax#703.413.6873)**  
**Phone: 703.418.7223**

*Please provide the contact information for the person responsible for your boxes. As this person may be contacted after business hours and on the weekend, please provide their cell phone number.*

Contact Person's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Shipping and Tracking Information:

### Box 1

Shipping Vendor (FedEx, UPS, Other): \_\_\_\_\_ Tracking #: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Description of Contents: \_\_\_\_\_

### Box 2

Shipping Vendor (FedEx, UPS, Other): \_\_\_\_\_ Tracking #: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Description of Contents: \_\_\_\_\_

### Box 3

Shipping Vendor (FedEx, UPS, Other): \_\_\_\_\_ Tracking #: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Description of Contents: \_\_\_\_\_

### Box 4

Shipping Vendor (FedEx, UPS, Other): \_\_\_\_\_ Tracking #: \_\_\_\_\_

Expected Arrival Date: \_\_\_\_\_ Description of Contents: \_\_\_\_\_

**\*\* Please carefully review the shipping guidelines and pricing information on page 2 of this form. We recommend your packages be shipped to arrive on Tuesday, November 4<sup>th</sup>. Shipments received by the hotel more than three days prior to the conference will be returned.**

Please complete for associated hotel receiving and handling charges:

MC  Visa  American Express

Account Number: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE DO NOT EMAIL. TRANSMIT ALL CC INFORMATION VIA FAX OR TELEPHONE**

# Important Shipping Information

## Shipping Guidelines for the Hyatt Regency Crystal City:

- Limit of 10 boxes per sponsor weighing no more than 50 pounds each can be shipped to the hotel three days prior to the event. Shipments received prior to 3 days will be returned.
- For shipments larger than this please check with your Catering/Conference Services Manager.
- Larger packages must arrive on setup day.
- Any packages being shipped from the hotel must be prepaid, addressed, labeled and ready for mailing.
- **Packages must arrive no earlier than three days prior to the conference**

## Pricing charged by the hotel for packages, boxes and pallets (incoming and outgoing):

- Letter – Free of Charge
- Box - \$6.00 with 2 business days of free storage
- Pallet - \$75.00 with 3 business days free storage
- After two business days, the hotel will charge \$6.00/box/day in storage fees
- After three business days, the hotel will charge \$75.00/pallet/day in storage fees

To assist in the timely delivery of your boxes, please complete and attach this label to all boxes.

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## SHIP TO:

**NAME OF PERSON RECEIVING THE BOX**  
**Sender's Company/World Fantasy Convention**  
**Sender's Name Here**

**c/o Matt Peterson, Catering and Convention Services**  
**2799 Jefferson Davis Highway**  
**Arlington, VA 22202**

Box # \_\_\_\_\_ of \_\_\_\_\_

Contents: \_\_\_\_\_