

The AT&T Hotel and Conference Center will receive and store packages **72 hours** prior to your event. **Shipments will be accepted no earlier than February 28, 2019.**

Please note that there are package handling/storage fees for all incoming **AND** outgoing packages that arrive or leave the AT&T Conference Center.

The AT&T Conference Center is **NOT** responsible for lost or stolen packages and **CAN'T** be held accountable for ANY custom delays for international items. If you purchased insurance through your courier, please contact them immediately to file a claim. (*Box handling fees are listed on page 2*).

SHIPPING TO AUSTIN:

To ship packages to the Conference Center, use the label template below **AND** fill out the form on Page 2.

Please label **ALL** packages as follows:

**Attention: [NAME OF PERSON WHO WILL CLAIM BOXES]
[COMPANY NAME]
Booth: [ENTER BOOTH NUMBER]
Event: 2019 ER&L -- March 3-6, 2019
Box [#] of [#]**

AT&T Hotel & Conference Center
1900 University Ave.
Austin, Texas 78701
(512) 404-1900

SHIPPING FROM AUSTIN:

STEP 1: Label every package you are shipping back

- You **MUST** bring your **OWN** pre-paid shipping labels from the courier of your choice.
- **The AT&T Conference Center will not cover any courier cost.**
- If you need labels, you are allowed to use the Business Center to create one online.

STEP 2: Have all boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package).

STEP 3: NOTIFY the Conference Concierge of which carrier needs to be called to have a shipment picked up under your account. **If shipping with FedEx EXPRESS, please call them directly as they do not regularly pickup from the Conference Center.*

Please feel free to contact the Conference Concierge directly at
(512) 404-3688 or by email to star.gregory@attconf.utexas.edu

Company Name & Contact Name on Items; Attn: _____

Business Address: _____

Business Phone: _____ **Email:** _____

Package Handling/Storage Fees:

Description	Price	# of Incoming	# of Outgoing	Total amount:
Boxes Under 50lbs	\$7.00/Box			\$
Freight & Equipment Roller Cases (Or boxes 50lbs or over)	\$40.00 each			\$
Pallet (wrapped), Crate or Similar	\$200.00/each			\$
**Sales Tax (If applicable)	Tax: 8.25%			\$

Inbound & Outbound Charges:

- Rate is charged for each incoming & outgoing item.
- Rates are subject to change. We will apply current rates to your final bill.

Shipping Terms & Conditions: If the number of boxes differs from what you listed on this form, we will modify your expenses to reflect what was shipped in/out.

Please Charge Total Amount to:

Credit Card American Express Master Card Visa Discover

Name on credit card: _____

*Last four digits of Credit Card: _____ Expiration Date: _____

**Please do not write the entire Credit Card number here. The Conference Concierge will call you directly to get the full credit card number.*

Please contact _____ at _____ to collect full CC number.

Bill to Guest Room:

Name: _____ Guest Room Number: _____

Arrival Date: _____ Departure Date: _____

I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card or guest room. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.



Print Name _____ **Signature** _____

Date _____

Please send completed form to: star.gregory@attconf.utexas.edu AT&T Conference Center