

**Exhibit/Shipping Form**

The AT&T Executive Education Conference Center will receive and store boxes for you **72 hours** prior to your event. Box handling fees are listed below. Please fill out the form and notify your Conference Services team prior to shipment and label as follows:

Attention: (Insert your name here)

 Event Name Here

AT&T Executive Education and Conference Center

1900 University Avenue

Austin, Texas 78705

(512) 404-1900

Box \_\_\_ of \_\_\_\_ (total number boxes)

To ship IN and/or OUT of the conference center, there is a handling fee of $6 per box under 50 lbs., $30 per box 50lbs+/ Freight & Roller Case, or $150 per pallet. You will need to bring pre-paid labels from your choice of courier, call your courier to schedule pick up under your account and have all boxes 100% ready for shipping upon departure. Please notify the Conference Concierge when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

Please feel free to contact the Conference Concierge directly at 512-404-3688 or Caroline.Keaveny@attconf.utexas.edu.



**Exhibit/Shipping Form**

Vendor Name (Business Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Package Handling Fees:**

**Inbound and Outbound Charges**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Boxes Under 50lbs | $6.00 Per Box | # incoming:  | # outgoing:  |  **$** |
| Freight & Equipment Roller Case (or boxes over 50lbs.) | $30.00 Each | # incoming:  | # outgoing:  |  **$** |
| Pallet (wrapped) | $150.00 Per Pallet | # incoming:  | # outgoing:  |  **$** |
|  | **Total $** |

\*if you have any audio visual or electrical service needs please contact Tim Martinez with SWANK Audio Visual directly at: 512-404-3638 or martinez@swankav.com

**Credit Card Payment Information:**

Please circle one: American Express Master Card Visa Discover

Name as it appears on credit card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Last four digits of Credit Card: \_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_

\*the conference concierge will call you directly to get the full credit card number

**Or Bill to Guest Room:**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Confirmation Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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.* **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Return To: Conference/Catering Manager AT&T Executive Education and Conference Center, 1900 University Avenue, Austin, Texas 78705 Telephone: 512-404-3624 Fax: 512-404-1600 \*\*\*This form must be filled out if shipping/receiving any boxes to/from the hotel\*\*\*