



Shipping Instructions

Dear Guest,

In order to better serve your needs over your event dates we have created some directions for shipping for your convenience:

INSTRUCTIONS FOR SHIPPING MATERIALS TO THE HOTEL

Ship To:

The Desoto
15 East Liberty Street
Savannah, GA 31401 ATTN:
Conference Name
Vendor Name: (Please have your company name on the box)

Shipping to the Hotel:

Boxes and pallets will be received no more than 3 business days prior to the start of the event. Shipments may be received Monday – Saturday 8AM-5PM on our loading dock.

Shipping fees may apply:

- Up to 5 Boxes (not weighing more than 50 lbs.) – Complimentary
- Additional Boxes - a handling fee of \$5 per box will apply and will be charged to your Master Account
- Pallets, Large Crated Items & Items weighing more than 80 pounds - Fees \$50 Handling fee applied per pallet
- If shipments arrive more than 3 Days out from event - storage fee of \$15 per day, per box will be applied

GA Sales Tax of 7% is applicable to all charges.

INSTRUCTIONS FOR RETURN SHIPMENTS:

When returning your packages after the conference:

- **Guest is to provide their own return Shipment label that they will need to attach to each box. The DeSoto does not have shipping labels on-site***
- Please complete the shipping labels with your account number and make sure each box has a label
- Please make sure your boxes are sealed with tape
- Schedule a pick-up with your preferred carrier
- Leave the box on the table at your booth and they will be placed on the loading dock for your carrier to pick up

Overnight Return Shipment's: If you need the boxes to get shipped overnight please make sure you inform the hotel staff and that you schedule your pick up directly with your preferred carrier.

The page includes labels that have been created for your convenience and to help expedite the process of receiving your materials on Hotel Property.

1. Please replace the red writing with your conference and company name
2. Make as many copies as you need for the number of boxes. Place one on each box.
3. In addition, place your shipping label you would normally use for your carrier (Example: Fed Ex label or UPS etc.)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
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TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)



Shipping Materials

Dear Guest,

In order to better serve your needs over your event dates we have created some directions for shipping for your convenience. We ask that you please complete the following form if you are shipping materials directly to the Hotel and fax a copy of this form to **(912) 231-1633**.

Name of company _____

| Number of Boxes | Weight | Charge per box | Total to be charged + 7% Sales tax |
|-----------------|--------|----------------|------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

If you have charges related to your shipping materials please complete the above table and the credit card information below. If the shipment of materials falls under \$0 fees please complete the top portion of the form with the number of boxes we should be expecting.

Vendor Setup Date _____

Vendor Breakdown Date _____

Event Name _____

Company requesting the above _____ Booth Number (if known) _____

Company Address: _____

Phone Number _____

Credit Card Number _____ Expiration Date _____

Signature of Card Holder to Confirm and Order _____

Fax completed form with credit information to:

The DeSoto Savannah

Attn: Ann Mashburn

amashburn@thedesotosavannah.com

or

The DeSoto Savannah

Attn: Abby Mew

amew@thedesotosavannah.com

912.231.1633



Vendor Order Form for Exhibit Hall

Product

Exhibitors are responsible for bringing their own materials to assist in display. Fees may apply for any additional items requested and for Hotel handling of exhibit materials/boxes.

Shipping:

Boxes and pallets will be received by the Hotel 3 business days prior to the start of the event. There is a \$50.00 pallet fee, per pallet that will be billed to the receiver of the product. For box shipments of 5 or more boxes, there is a \$5.00 per box storage and handling fee. Shipments may be received Monday – Saturday 8AM-5PM on our Harris Street loading dock.

Boxes will be delivered to the Exhibit Hall at the beginning of your Setup day by the Banquet Team and placed in a central location with easy access.

Number of Boxes to be received _____

ADDRESS FOR SHIPPING: 15 East Liberty Street

Savannah, GA 31401

Guest name/ Onsite contact _____

Group Name _____

Company Name _____

Loading/Set-Up/Breakdown

Load-in is at the side and back entrance of the Desoto. Do not load/unload equipment through the main entrance at the front. Check with your group contact regarding specific set-up and breakdown times

Exhibitor Essentials-Per Day Charges

| ITEM | COST | QTY |
|----------------|-------------|-----|
| Power Only | \$20.00 | |
| Power Strip | \$15.00 | |
| Extension Cord | \$15.00 | |
| Flipchart | \$65.00 | |
| Easel | \$15.00 | |
| Packing Tape | \$5.00/roll | |
| Phone Line | \$150.00 | |
| Internet Line | \$150.00 | |
| 55" Plasma | \$450.00 | |

24% Service charge and GA Sales Tax will be added

Items will be delivered to an exhibitor with credit card approval. Payment must be received in full prior to arrival
Payment method: Pre-Paid by authorized credit application

Vendor Setup Date _____

Vendor Breakdown Date _____

Event Name _____

Company requesting the above _____ Booth Number (if known) _____

Company Address: _____

Phone Number _____

Credit Card Number _____ Expiration Date _____

Signature of Card Holder to Confirm and Order _____

A COPY (FRONT AND BACK) OF THE ABOVE CREDIT CARD MUST ACCOMPANY THIS FORM

Fax completed form with credit information to: The DeSoto

Attn: Ann Mashburn/ amashburn@thedesotosavannah.com

or

Attn: Abby Mew amew@thedesotosavannah.com

FAX: 912.231.1633