



**Address Packages as Follows:**

Guest Name/Conference Name  
c/o Jill Jackson CSM  
8001 International Drive  
Orlando, FL 32819

Please contact Jill Jackson, CSM at 407-355-3665 or Gordon Phillips, Receiving at 407-351-2420 ext. 7789 with any questions.

**SHIPPING AND RECEIVING FORM**

Services:

Incoming Packages, Crates, and Pallets for Special Events Involving Delivery to the Exhibit Area(s) within the Wyndham Orlando Convention Space:

Service Consists of the Following:

1. Shipments to the Wyndham Orlando Resort are processed and placed in storage for safe keeping.
2. Upon request or pre-arranged time these items are delivered to the pre-determined Exhibit Area and placed within the table/booth area.

Please be aware the following restrictions apply:

1. The Hotel assumes no responsibility for missing and/or damaged items.
2. The Hotel does not provide set-up and break down services for the Exhibit.
3. The Hotel does not provide packaging services at the conclusion of the event.
4. The Hotel does not provide a secure storage area for any packaging material, excess equipment, and other event related materials.
5. The Hotel does not provide security to the Exhibit Area.
6. The Organization on record per the contract for the event/exhibit area is the only party recognized by the Hotel as "Client."

Calculations are Based Strictly on Weight and the following rate schedule applies:

0 – 50lbs	\$40.00
51 – 100lbs	\$80.00
101 – 250lbs	\$100.00
Every 100s there after	\$40.00

Hotel Representative Name: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Guest Signature: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Shipping and Receiving Log ID: \_\_\_\_\_