



## Shipping Instructions

Dear Guest,

In order to better serve your needs over your event dates we have created directions for shipping for your convenience. Please read carefully through each page:

### **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:**

The DeSoto has limited space for the storage of equipment and materials shipped prior to Guest's event. Guest assumes all responsibility and liability for loss, theft or damage to any goods, merchandise or equipment that Guest ships to hotel in anticipation of and prior to the event. It is incumbent upon Guest to secure its own insurance coverage for pre-event shipping and receiving of the same. Any pre-event shipment and storage of equipment and materials shall be subject to the prior approval of The DeSoto. Guest agrees to pay the DeSoto for handling charges incurred upon request as outlined below:

#### **Shipping Fees:**

- Envelopes/boxes/cartons (25 lbs or less) → \$5.00 handling fee for each;
- Boxes/cartons (26 lbs but less than 75 lbs) → \$15.00 handling fee for each; and
- Boxes/cartons (76 lbs but less than 150 lbs) → \$30.00 handling fee for each.

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

#### **Pallets and/or Crates:**

Any Pallets or Large Crated Items require notification and approval prior to delivery. If approval is not received the hotel reserves the right to refuse the shipment. Handling Fees for Pallets & Crates → \$75.00 handling fee for each

### **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 your exhibit table 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 pickup directly with your preferred carrier.



## Shipping Materials

Dear Guest,

In order to better serve your needs over your event dates we have created 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 send this form via email to the [email address below](#).

Number of Boxes	Weight	Carrier	Tracking Number (If Known)

Setup Date: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

Onsite Contact Phone Number: \_\_\_\_\_

### Payment

Email Address above will be sent a secure link to our Credit Card Authorization Form. If you would like to provide an alternate address, please notate it in the email when sending this form. Handling Fees must be paid in advance or boxes will not be delivered to exhibit hall.

**Email Completed Form To:**  
[Sales@TheDeSotoSavannah.Com](mailto:Sales@TheDeSotoSavannah.Com)



## 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.

### Loading/Set-Up/Breakdown

Load-in is at the 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. For Shipping Information please see The DeSoto Shipping Instructions.

### Power & Audio Visual

ITEM	COST	QTY
Standard Power 120/V20 AMP (Bring Your Own Equipment)	\$25.00 per day	
Standard Power 120/V20 AMP (Power Strip Provided by Inspire)	\$30.00 per day	
Extension Cord	\$15.00 per day	
32" Plasma	\$150.00 per day	
55" Plasma	\$450.00 per day	

25% Service charge and 7% GA Sales Tax will be added (Subject to Change)

Setup Date: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

Onsite Contact Phone Number: \_\_\_\_\_

### Payment

Email Address above will be sent a secure link to our Credit Card Authorization Form. If you would like to provide an alternate address, please notate it in the email when sending this form. Fees must be paid in advance. Any day of orders are subject to an additional \$50++ late fee.

Email Completed Form To:

[Sales@TheDeSotoSavannah.Com](mailto:Sales@TheDeSotoSavannah.Com)