
CONTACT NAME

EXHIBITOR COMPANY NAME

ATTENTION: _____

ARRIVING: _____

C/O The Meritage Resort & Spa

875 Bordeaux Way

Napa, CA 94558

E-MAIL: _____

PHONE NUMBER: _____

TOTAL NUMBER OF BOXES: _____

*** YOU WILL RECEIVE COMMUNICATION FROM OUR ACCOUNTING DEPARTMENT TO PAY FOR BOXES**

There will be a handling charge as follows: Boxes up to 36" x 24" x 24" not more than 40 pounds ea: \$5.00 per box; larger boxes/display cases: \$25.00 per box; Pallets: are charged at \$125.00 per pallet. For other sized amounts, please consult your Conference Services Manager for pricing. Charges will be placed on master account unless otherwise directed. Additional labor charges may be incurred depending on the size of the shipment, at the discretion of Hotel. Hotel will not be responsible for any damages or loss to any packages or boxes.

Exhibitors: All shipping information and package handling form must be completed & emailed to the Conference Service Manager within 7 days prior to the program arrival date.