



## Shipping & Receiving Form

- A signed copy of this form must be emailed to your Event Manager 10 days prior to your arrival. Incomplete forms cannot be accepted.
- After this form is received, a secure link will be sent via email for credit card payment.
- Credit card information must be submitted to the hotel 7 days prior to your arrival.
- Packages will only be delivered to the desired location if a valid method of payment is on file.

Company Name:
Address:
Phone Number:
Email:
Description of Items:
Shipping Date:
Expected Date of Receipt:
Box Quantity:
Cost (1-5 boxes: Comp; 5-10 boxes: \$25; 11-25 boxes: \$75; 25+ boxes: \$125)
Taxes (8.875%):

**Note the following:**

- Our package room is open **Monday – Friday from 9:30 AM until 1 PM EST** and on **Saturdays from 9 AM until 12 PM EST**. Additional charges may apply if assistance is required outside of those hours.
- We cannot hold packages for longer than 3 business days.
- Unclaimed items will be returned to sender only if the sender’s return information and account numbers are available. Management reserves the right to discard any unclaimed items.

Shipping Address	Labeling
<b>TWA Hotel</b> <b>One Idlewild Drive</b> <b>New York, NY 11430-1962</b>	<b>Hold For:</b> <i>(Event Name)</i> <b>Attention:</b> <i>(Recipient or On-Site Contact)</i> <b>Event Manager:</b> <b>Event Date:</b> <i>(Month/Day/Year)</i> <b>Event Room Name and/or Booth Number:</b> <b>Number of Boxes:</b> <i>(1 of X, 2 of X, etc.)</i>

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Hotel Use Only: Credit Card Authorization \_\_\_\_\_ Account No. \_\_\_\_\_