



ROYAL SONESTA  
HOUSTON

## Exhibitor Shipping Form

*The following information must be completed in full to be processed.*

Name of Conference: \_\_\_\_\_ Dates of Conference: \_\_\_\_\_  
Exhibitor/Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
On Site Contact (*if different from above*): \_\_\_\_\_  
Card Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_  
Name On Credit Card: \_\_\_\_\_ (Please provide a front & back copy of the card)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All charges related to requirements below may be billed to the credit card noted above.*

Are you a guest at the hotel during the conference? ☐ Yes ☐ No

### Shipping

All boxes shipped directly to the hotel will incur handling and storage fees based on the scale listed below. Please indicate the number of boxes being shipped: \_\_\_\_\_ Please initial: \_\_\_\_\_

Boxes up to 15lbs @ \$5.00 each ++

Boxes 16-50lbs @ \$10.00 each ++

Boxes 51-300lbs \$75.00 each ++

Pallets @ \$150.00 each ++

*All boxes shipped to the hotel must be addressed in the follow format:*

Royal Sonesta Houston  
C/O David Bennett- Conference Services  
Pediatric Management Institute  
February 3 – 5, 2023  
2222 West Loop South  
Houston, Texas 77027

Royal Sonesta Houston cannot be held responsible for damages incurred to packages during the shipping process which are caused by an outside carrier. Further, Royal Sonesta Houston does not assume any responsibility in labeling packages for outbound shipping. Any packages being shipped from the hotel must be correctly labeled and paid for by the exhibitor or they will be deemed inappropriate for shipping from the hotel. Packages must not arrive at the hotel earlier than 48 hours prior to the event and must be shipped out within 48 hours after the event.

Please fax completed form to 713-369-2036, Attn: Conference Services

For further services, please contact Conference Services at 713-850-2842

All prices are exclusive of 26% service charge and 8.25% sales tax.

We look forward to welcoming you to the Royal Sonesta Houston.