



## Loews Coronado Bay Resort Exhibitor Form – In & Outbound

Please return this form to **Kimberly Hawes**, LINC Coordinator, no later than **7 days prior to your event** via fax to **(619) 424-4411** or scanned to [khawes@loewshotels.com](mailto:khawes@loewshotels.com). Please call **(619) 424-4429** with questions.  
**Boxes WILL NOT be delivered prior to the completion of this form.**

**\*\* GENERAL INFORMATION \*\***

Exhibitor Name: _____	Conference Name: _____
Contact Name: _____	Booth Number: _____
Phone Number: _____	Exhibit Location: _____
E-Mail: _____	Exhibit Date/s: _____

*\*\*E-Mail is required if you need a receipt*

**\*\* BILLING INFORMATION \*\***

<b><u>BILL TO CREDIT CARD</u></b>	<b><u>BILL TO GUEST ROOM:</u></b>
Credit Card Holder: _____	Guest Name: _____
Credit Card Number: _____	Confirmation #: _____
Expiration Date: _____	Contact #: _____
E-Mail: _____	E-Mail: _____

*\*\*E-Mail is required if you need a receipt*

**AUTHORIZED SIGNATURE:** × \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*I hereby authorize Loews Coronado Bay Resort & Spa to utilize my credit card for the charges noted below.*

**\*\* SHIPPING & HANDLING INFORMATION \*\***

	Incoming Quantity	Outgoing Quantity	Total Quantity		PRICE	=	TOTAL
Per Box up to 25lbs:	_____	_____	_____	X	\$15.00	=	_____
Per Box 26 – 60lbs:	_____	_____	_____	X	\$50.00	=	_____
Per Box 61 – 100lbs:	_____	_____	_____	X	\$75.00	=	_____
Pallet / Freight:	_____	_____	_____	X	\$150.00	=	_____

**(Please Note: The above prices do not include the *outgoing* shipping costs from utilizing UPS, FedEx, USPS & DHL services.)**



## Loews Coronado Bay Resort Shipping & Handling Information

- **RECEIVING:** Loews Coronado Bay Resort is pleased to accept and store all shipments of boxes/materials required for your event according to the following policies:
  - The Hotel's receiving entrance is open **6:00am - 5:00pm, Monday through Friday, & 7:00am - 5:00pm on Saturdays.**
  - Deliveries must be received at the loading dock behind the hotel and clearly labeled with the following information:
    - **Guest/Recipient's Name:** \_\_\_\_\_ *(person who will ask for & pick up the package/s)*
    - **Exhibitor/Company Name:** \_\_\_\_\_
    - **Booth/Table Name or #:** \_\_\_\_\_
    - **Conference/Event Name:** \_\_\_\_\_

Loews Coronado Bay Resort & Spa  
4000 Coronado Bay Road  
Coronado, CA 92118  
Box # \_\_\_\_\_ of # \_\_\_\_\_
  - Meeting planners MUST notify their Catering or Conference Manager of any shipments to the Hotel, especially if they require special handling. There are labor charges for receiving, storing and transporting packages to/from the meeting space. Please refer to your Sales Agreement for your contracted fees. **General delivery charges are as follows:**

<u>Weight/Lbs</u>	<u>Charge</u>
Less than 25 lbs	\$15.00 per package/box
26 – 60 lbs	\$50.00 per package/box
61 – 100 lbs	\$75.00 per package/box
Over 101 lbs	\$150.00 per package/box
Pallet	\$150.00 per pallet
  - The Hotel cannot assume responsibility for storage of boxes received more than five (5) business days prior to the Group's meeting, event or program. Shipments received prior to the five (5) days will be returned.
  - The Hotel does not accept liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The sender is responsible for insuring its property for loss or damage. All packages must be clearly marked with a return address.
  - Deliveries requiring the use of the loading dock for an extended period of time and/or special equipment need to be coordinated with the Conference and Catering Department in advance. Charges may apply. Please contact your Conference Manager to make arrangements.
  - Exhibit materials must be shipped through the Group's designated drayage company. Any exhibitor choosing to ship packages directly to the Hotel are subject to shipping and handling fees.
  - Any shipment being sent on your behalf through sponsors and/or vendors should be informed of these procedures.
  - Packages can be retrieved by contacting our Loews Immediate Needs Coordinator (LINC) or Banquet Houseman by dialing Ext. 0 on any Hotel house phone. When calling, please let our LINC personnel know where you would like your packages delivered (i.e. your exhibit booth, your guestroom, etc).
  - Please make sure you are present at the time of delivery to sign for all packages.
  - Please keep in mind that most shippers deliver packages to Loews between 10:30am and 2:00pm. It may take the receiving department several hours to process all packages once delivered. Therefore, some same day deliveries may not be available until 3:00pm that day.
  - All unpacking, booth set up, trash removal and storage of boxes is the responsibility of the individual exhibitor or group.
  - Note: the Hotel does not provide fork lifts, dollies, or flat beds for guest use.
- **SHIPPING:** Loews Coronado Bay Resort is pleased to ship out all boxes/materials according to the following policies:
  - All guests or attendees must fill out a Shipping Request Form for each outgoing item. These may be found at the Bell Desk, Front Desk or with any Banquet Houseman.
  - Guests must pack and seal boxes and affix proper labeling in order for Hotel to accept outgoing shipments.
  - Boxes must be dropped off at the Front Desk/Bell Desk or picked up by a Banquet Houseman before 9:00am in order to be shipped out the same day. After 9:00am, boxes will be shipped out the following business day.
  - UPS and FedEx have daily pick-ups from the Hotel Monday through Friday. FedEx Ground pick-ups must be pre-arranged by the shipper directly with FedEx. The Hotel cannot arrange FedEx ground pick-ups on your behalf.
  - No cash on delivery (COD) packages will be accepted. The Hotel policies on safe package handling are based on the advice from the United States Postal Service (USPS) and Federal Centers for Disease Control and Prevention (CDC).

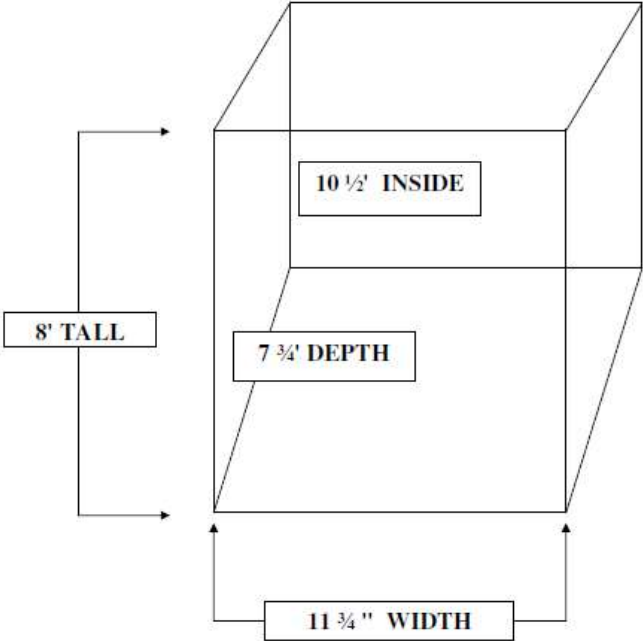
**\* The inside of the elevator is 10 ½' high; though the opening is only 8'.**

**Freight Elevator Dimensions:**

- Maximum Weight:** 6,000lbs\*
- Elevator Opening:** 8' Tall
- Elevator Dimensions:** 10 ½' High x 11¾' Wide x 7¾' Deep

*\*Please note that any items over 1,000lbs per square foot must have engineering approval*

Maximum Weight: 6,000 lbs



**Loading Dock Details:**



FROM: \_\_\_\_\_  
ADD. \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_  
GROUP NAME: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
EXHIBITOR: \_\_\_\_\_

SHIP TO: LOEWS CORONADO BAY RESORT  
4000 LOEWS CORONADO BAY ROAD  
CORONADO , CA 92118



CONFERENCE MANAGER:  
ONSITE CONTACT NAME:

_____	NUMBER OF PKGS.
_____	OF _____