



## Shipping & Handling Form

### SHIPPING:

- The AT&T Executive Education and Conference Center will receive and store packages **72 hours** prior to your event. Please note that there are package handling/storage fees for all incoming **AND** outgoing packages that arrive or leave the AT&T Conference Center.
- The AT&T Conference center is **NOT** responsible for lost or stolen packages and **CAN'T** be held accountable for ANY custom delays for international items. If you purchased insurance through your courier, please contact them immediately to file a claim. (Box handling fees are listed on page 2).

### Incoming Packages:

- To ship packages to the Conference Center please fill out form on Pg. 2, and notify your Conference Services contact prior to shipment. Please label packages as follows:

**\*Attention:** [Insert Name of person who will claim the packages]  
**\*Event Name:** [Insert Name of Event] **\*Date of event:** [Insert date of Event]

**AT&T Executive Education & Conference Center**  
1900 University Ave.  
Austin, Texas 78705  
(512) 404-1900  
**Box \_\_\_ of \_\_\_**

### Outgoing Packages:

- To ship packages **out** of the Conference Center you will need to:
  - Bring your **OWN** pre-paid shipping labels from the courier of your choice;  
**The AT&T Conference Center will not cover any courier cost.**  
If you need labels, you are allowed to use the Business Center to create one online.
  - **Please DO NOT call your courier to schedule a pick up. We will set up the pickup for the next day or earlier if needed.** We ask that you have all of your boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package). Please coordinate with the Conference Concierge on site for specific details.
  - **NOTIFY** the Conference Concierge when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

**\*Shipping Terms & Conditions:** If the number of boxes differs from what you listed on the form, we will modify your expenses to reflect what was shipped in/out.

Please feel free to contact the Conference Concierge directly at **(512) 404-3688** or by email to [star.gregory@attconf.utexas.edu](mailto:star.gregory@attconf.utexas.edu).

### EXHIBITS:

If you need power and/or audio visual needs for your exhibit, please fill out online form:

## [Online Exhibitor Order Form](#)

- The AT&T Conference Center can provide power service and or booth rental for your event. However, if your group/event is NOT providing electrical power and or booth rental, each on site inventory is first come first serve. Listed rates are subject to availability. Please submit your request up to one week before your exhibit needs.

**\*Exhibit Terms & Conditions:** Cancellation less than 24 hours prior to exhibit load-in will be charged 100% of one day's rate. Exhibitor agrees to be billed for any damages or loss of equipment. A representative MUST be in your booth to sign for delivery of equipment.

*Please feel free to contact our PSAV Sales Office for any additional equipment or questions at **(512) 404-3638.***

## Incoming/Outgoing Form

Name of the event you are attending:

\_\_\_\_\_

Vendor Name & Name on Items; Attn:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Package Handling/Storage Fees:

Description	Price	# of Incoming	# of Outgoing	Total amount:
Boxes Under 50lbs	\$7.00/Box			\$
Freight & Equipment Roller Cases (Or boxes 50lbs or over)	\$40.00 each			\$
Pallet (wrapped), Crate or Similar	\$200.00/each			\$
**Sales Tax (If applicable)	Tax: 8.25%			\$

#### **Inbound & Outbound Charges**

*\*Rates are subject to change. We will apply current rates to your final bill. **Rate is charged for each incoming & outgoing item.***

#### **Please Charge Total Amount to:**

*(Please choose one)*

**Credit Card:**

Group Master      American Express      Master Card      Visa      Discover

Name on credit card: \_\_\_\_\_

\*Last four digits of Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Please do not write the entire Credit Card number here. The Conference Concierge will call you directly to get the full credit card number.

Please contact \_\_\_\_\_ at \_\_\_\_\_ to collect full CC number.

**Bill to Guest Room:**

Name: \_\_\_\_\_ Guest Room Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**Conference Master Bill:** *(Must have Main Contact Authorization to do this)*

Name & Date of the Event:

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Signature of Main Contact:

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**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



*I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card, guest room or Conference Master Bill. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.*

**Please Scan to:** Email: [star.gregory@attconf.utexas.edu](mailto:star.gregory@attconf.utexas.edu)