



The Grand America Hotel is authorized to charge my credit card as instructed:

Group Name & Location: _____

Address: _____

Authorized dates for charges: _____

Credit card type: _____ Expiration date: ____/____
Mo Yr

Account number: _____

I will be paying for: Banquet Box Handling Fees (Inbound Only)
Banquet Box Handling Fees (Outbound Only)

Cardholder's name: _____
(Please print or type name as it appears on card)

(Signature)

On-site Contact: _____

Phone: _____ Cell: _____

Number of packages being shipped in: _____

SHIPPING INFORMATION & CHARGES / DELIVERY TO BANQUET ROOM

Drayage Charges: Boxes will be charged a handling fee of \$50.00 for the first box and \$25 for each additional box, per transport (heavy or oversized may increase price). Pallets/crates at \$100 per 100lbs with a 200 lb minimum. Charges apply to incoming and outgoing. The Banquet Department will handle delivery of all incoming boxes and billing information needs to be received by hotel prior to receipt. No items should be left unattended following the event without prior arrangements with Banquets. Pickup by UPS and FedEx is 5pm Monday through Friday, all boxes must be labeled and ready by 4pm for same day service.

- UPS**
- * Next Day Air Early (8AM To Select Destinations. Friday shipments will be delivered on Monday unless Saturday Delivery is selected)
 - * Next Day air (10AM, Friday shipments will be delivered on Monday unless Saturday Delivery is selected)
 - * Next Day Air Saver (5PM)
 - * 2Day Air AM, 2Day Air, 3Day, Ground

- FedEx**
- * First Overnight (8AM to select destinations)
 - * Priority Overnight (Friday shipments will be delivered on Monday unless Saturday Delivery is selected)
 - * Standard Overnight
 - * 2Day (Thursday shipments will be delivered on Monday unless Saturday Delivery is selected)
 - * Express Saver (3 Business Days)

UPS / FedEx envelopes, boxes, supplies – Complimentary.
Shipping boxes, bubble wrap, packaging tape - Available for purchase

Shipping Label

Grand America Hotel

Shipping Label:

520 South State Street, Salt Lake City, UT 84111

Attn: "Contact Name" / GROUP OR COMPANY NAME **NOT CONVENTION NAME** / Event Dates

Box # of # / Deliver to ROOM NAME/BOOTH NAME

Guestroom Delivery charges: Boxes will automatically be delivered and charges will be applied to guestroom folio:
\$10.00 for small / medium boxes or \$15.00 for large boxes. Boxes should be labeled as "Guest" next to the contact name.