



Shipment Instructions for Groups

Vendor must fill out information below and fax to Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program, meeting room location and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.

If pallets are going to be shipped, please be advised that the Hotel does not have a pallet jack. Therefore once the pallet is dropped, that is where it will remain until the items are unloaded. **The delivery truck will also need a lift gate.**

It is the group's/vendor's responsibly to schedule a pick up items being shipped back within one (1) day after the event.

Please complete this form and fax back to (480) 731-6397 no later than **Tuesday, April 7, 2015.**

Please number all boxes – example: 1 of 5, 2 of 5, etc.

Shipping Label Format:

DoubleTree by Hilton Phoenix Tempe
 2100 South Priest Drive
 Tempe, AZ 85282

Arizona Speech & Hearing Association
Fiesta Ballroom / Conference Center
Attn: Erin Forrest
For: **Your Company Name Here**

To confirm your shipment has been received, please contact the Sales Office at (480) 804-5206

Group _____	Delivery Company: FedEx
Vendor _____	UPS
	Other: _____
Date of Group _____	Number of Items Shipped _____
Sender's Name _____	Estimated Date of Delivery _____
Sender's Phone Number _____	Tracking Number(s) _____
Sender's Address _____	_____
_____	_____
For Internal Use Only:	
Date Items Received _____	Date Items Shipped Out _____
All items received? Y N	Stored in _____