



## Loews Coronado Bay Resort Exhibitor Form – In & Out Bound

Please return this form to **Sabina Avery, LINC Coordinator**, no later than **7 days prior to your event**  
via fax to **(619) 424-4411** or scanned to [sabina.avery@loewshotels.com](mailto:sabina.avery@loewshotels.com)  
Please call **(619) 424-4474** with any questions.

***Shipments will not be delivered to the exhibit hall until the completed form is submitted to the hotel.***

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### \*\* EXHIBITOR CONTACT 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*

Return Address: \_\_\_\_\_

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### \*\* EXHIBITOR BILLING OPTIONS \*\*

#### BILL TO CREDIT CARD:

E-Mail: \_\_\_\_\_

*\*\* The Credit Card Authorization Form request will be sent to this email.*

#### BILL TO GUEST ROOM:

Guest Name: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Contact #: \_\_\_\_\_

E-mail : \_\_\_\_\_

### \*\* HOTEL SHIPPING & HANDLING CHARGES \*\*

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	= _____
Per Box 101+ lbs:	_____	_____	X \$150.00	= _____
Pallet / Freight:	_____	_____	X \$300.00	= _____

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

## Loews Coronado Bay Resort

### Exhibitor Form – In & Out Bound Rules and Regulations

- **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 is not responsible for managing or handling exhibitor's and their packages
- Unless otherwise specified, the client is responsible for managing their exhibitors. Unless client has hired an expo/drayage company to handle exhibitors.
- 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 Loews Coronado Bay Road  
Coronado, CA 92118  
Box # \_\_\_\_\_ of # \_\_\_\_\_

- Meeting professionals 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:**

○ <b>Weight/Lbs</b>	<b>Charge</b>
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	\$300.00 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 Shipping Department in advance. Charges may apply. You may contact them directly at 619-424-6033.
- 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) by dialing Ext. 4474 on any Hotel house phone or contacting the Front Desk. 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.

- **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.
- 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 1/2' high; though the opening is only 8'.

**Freight Elevator Dimensions:**

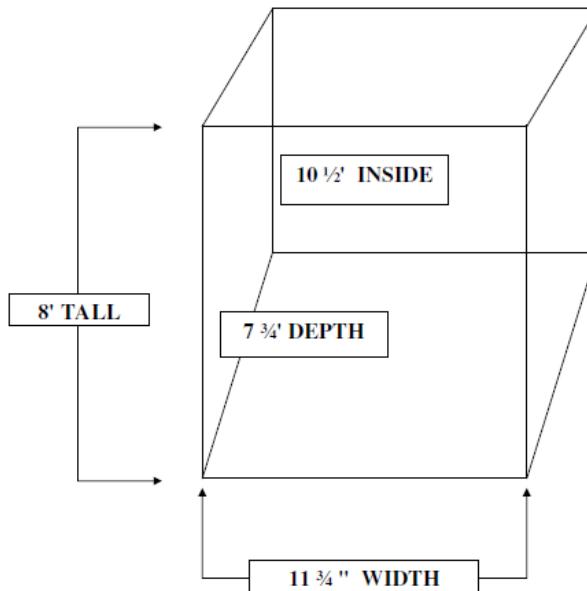
**Maximum Weight:** 6,000lbs\*

**Elevator Opening:** 8' Tall

**Elevator Dimensions:** 10 1/2' High x 11 3/4' Wide x 7 3/4 Deep

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

Maximum Weight: 6,000 lbs



**Loading Dock Details:**

**LOADING DOCK DIMENSIONS:**

Length 40' x Width 11' x Height 13'6"

