



ROYAL SONESTA
HOUSTON

Exhibitor Shipping Form

The following information must be completed in full to be processed.

Name of Conference: _____ Dates of Conference: _____
Exhibitor/Company Name: _____ Booth #: _____
Contact Name: _____ Contact Phone: _____
Contact Fax: _____ Email: _____
Contact Address: _____
City: _____ State: _____ Zip Code: _____
On Site Contact (if different from above): _____
Card Type: _____ Number: _____ Expiration: _____ CVV: _____
Name On Credit Card: _____ (Please provide a front & back copy of the card)
Signature: _____ Date: _____

All charges related to requirements below may be billed to the credit card noted above.

Are you a guest at the hotel during the conference? ☐ Yes ☐ No

Shipping

All boxes shipped directly to the hotel will incur handling and storage fees based on the scale listed below. Please indicate the number of boxes being shipped: _____ Please initial: _____

Boxes up to 15lbs @ \$5.00 each ++

Boxes 16-50lbs @ \$10.00 each ++

Boxes 51-300lbs \$75.00 each ++

Pallets @ \$300.00 each ++

All boxes shipped to the hotel must be addressed in the follow format:

Royal Sonesta Houston
C/O (Meeting Manager's Name – Department)
Name of Convention/Meeting – Booth #
Date of Meeting
2222 West Loop South
Houston, Texas 77027

Royal Sonesta Houston cannot be held responsible for damages incurred to packages during the shipping process which are caused by an outside carrier. Further, Royal Sonesta Houston does not assume any responsibility in labeling packages for outbound shipping. Any packages being shipped from the hotel must be correctly labeled and paid for by the exhibitor or they will be deemed inappropriate for shipping from the hotel. Packages must not arrive at the hotel earlier than 48 hours prior to the event and must be shipped out within 48 hours after the event.

Please fax completed form to 713-369-2036, Attn: Conference Services

For further services, please contact Conference Services at 713-850-2842

All prices are exclusive of 26% service charge and 8.25% sales tax.

We look forward to welcoming you to the Royal Sonesta Houston.