



**ROYAL SONESTA**  
NEW ORLEANS

**SHIPPING INFORMATION**

Welcome to New Orleans and the Royal Sonesta Hotel. In order to facilitate your participation in the upcoming conference, please note the following:

**SHIPPING INSTRUCTIONS:**

**All Boxes Must Be Shipped To:**

(Company or Exhibitor Name)  
Royal Sonesta New Orleans  
300 Bourbon St.  
New Orleans LA 70130

The following information must be included on all packages to ensure proper delivery:

- 1. **Conference name:** \_\_\_\_\_
- 2 **Attention:** [Person who will Claim Package: \_\_\_\_\_
- 3. **Function Date:** \_\_\_\_\_

Please send your program’s Convention Services Manager the Shipping Manifest Form (See Attachment) listing the amount of boxes, expected arrival date, brief item description shipped, individual tracking numbers including the cumulative number of parcels as well as their corresponding racking numbers and carrier.

For your convenience, we encourage you to use individual tracking number per box. This will ease tracking and delivery of your boxes at the hotel.

**Boxes are accepted no earlier than 5 business days prior to the beginning of the first event due to limited storage. Please see below Inbound & Outbound Shipping Charges. Boxes received will be charged to the Group Master Account. Individual exhibitors/vendors/sponsors will be charged to a Credit Card number on site or if applicable to a specified guest room.**

<b>WEIGHT CLASS:</b>	<b>INBOUND RECEIVING/DELIVERY</b>	<b>OUTBOUND PICKUP/HANDLING FEE</b>
0-19 LBS.	\$5 each	\$5 each
20-60 LBS	\$20 each	\$20 each
60 LBS AND OVER	\$25 each	\$25 each
CRATE/PALLET	\$250 each	\$250 each



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**Outbound Shipping:**

Please be advised, for liability reasons, all boxes must be packed and sealed by the client/vendor with appropriate packing slips already attached. Once your packages are packaged and labeled our Banquet Department will take care of shipping them for you.

FedEx Accounts:

We have FedEx labels and envelopes available. If you do not have a FedEx account number you can still ship your items FedEx. When completing the label, just check off payment type as credit card and fill in your card information. (Your boxes will be stored in a safe, secure location and your credit card information will not be visible to anyone)

FedEx has scheduled pick up at the hotel 2 times a day, therefore no need to schedule.

UPS Accounts:

Unfortunately, The Royal Sonesta New Orleans does not have an account with UPS; due to this we are unable to maintain UPS shipping supplies such as labels or envelopes. We also do not have scheduled pick-ups with UPS so you must call and schedule pick-up.

UPS: 1-800-742-5877

FedEx: 1-800-463-3339

If you have additional questions, please do not hesitate to contact the Royal Sonesta Catering and Conference Services Department at (504) 553-2204 or (504) 553-2201

Thank you again for your participation and welcome!



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Attachment A

## SHIPPING SCHEDULE

Program Name \_\_\_\_\_

Program Date \_\_\_\_\_

Vendor Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Originator/Shipper	Item Description	Tracking Number	Carrier	Expected Arrival Date



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*300 Bourbon Street New Orleans LA 70130*

*(504) 586-0300 ~ (504) 586-0126 Sales Fax ~ (504) 566-0333 Accounting Fax*

**EVENTS CREDIT CARD PAYMENT AGREEMENT**

Date: \_\_\_\_\_

I authorize Royal Sonesta New Orleans to use the credit card information listed below as payment for all the charges on the function listed below. Upon payment of the function, Royal Sonesta New Orleans agrees to forward, to my attention, a copy of the master account detailing the charge(s) that have been applied to the credit card.

Date of Function: \_\_\_\_\_

Name of Function: \_\_\_\_\_

Company Name: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Please return this agreement with a copy of the cardholder's photo identification.**

**HOTEL USE ONLY**

**Authorization Amount:** \_\_\_\_\_

**Advance Deposit Amount:** \_\_\_\_\_

Account Number: \_\_\_\_\_

Sales / Catering Manager: \_\_\_\_\_

Initials:  
Hotel: \_\_\_\_\_  
Group: \_\_\_\_\_