



The University of Texas at Austin AT&T Hotel and Conference Center

Package Shipping & Handling Form

SHIPPING:

- The AT&T Executive Education and Conference Center will receive and store packages **72 hours** prior to your event. Please note that there are package handling/storage fees for ALL incoming packages that arrive to the AT&T Conference Center.
- The AT&T Conference center is NOT responsible for lost or stolen packages and CAN'T be held accountable for ANY courier shipping delays. If you purchased insurance through your courier, please contact them immediately to file a claim. (Box handling fees are listed on page 2).

Incoming Packages:

- To ship packages to the Conference Center please fill out form on Pg. 2, and notify your Conference Services contact prior to shipment. **Please label packages as follows:**

***Attention:** [Insert Name of person who will claim the packages]
***Event Name:** [Insert Name of Event] ***Date of event:** [Insert date of Event]

AT&T Executive Education & Conference Center
1900 University Avenue
Austin, Texas 78705
(512) 404-1900
Box ____ of ____

- After you complete the form on page 2, please email it to Emma Schoen at emma.schoen@attconf.utexas.edu

Outgoing Packages:

- To ship packages **out** of the Conference Center you will need to:
 - Bring your OWN pre-paid shipping labels from the courier of your choice;
The AT&T Conference Center will not cover any courier cost.
If you need labels, you may use the Business Center on Level M2 to create one online and print.
 - **Call your courier to schedule a pick up under your account** and have all boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package).
 - Notify Emma Schoen when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

***Shipping Terms & Conditions:** If the number of boxes differs from what you listed on the form, we will modify your expenses to reflect what was shipped in/out.

For any additional questions or assistance please contact:

Emma Schoen
Event Coordinator
Email: emma.schoen@attconf.utexas.edu
Office: 512.404.3624 Main: 512.404.1900



The University of Texas at Austin
AT&T Hotel and Conference Center

Incoming/Outgoing Packages

Name & date of the event you are attending: _____

Vendor Name & Name on Items; Attn: _____

Business Address: _____

Business Phone: _____ Email: _____

Package Handling/Storage Fees:

Inbound & Outbound Charges

Description	Price	# of Incoming / Outgoing	Total amount:
Boxes Under 50lbs	\$7.00/Box		\$
Freight & Equipment Roller Cases (Or boxes 50lbs or over)	\$40.00 each		\$
Pallet (wrapped), Crate or Similar	\$200.00/each		\$
**Sales Tax (If applicable)	Tax: 8.25%		\$

Please Charge Total Amount to:

(Please choose one)

Credit Card Group Master American Express Master Card Visa Discover

Name on credit card: _____

*Last four digits of Credit Card: _____ Expiration Date: _____

*Please do not write the entire Credit Card number here. Emma Schoen will call you directly to get the full credit card number.

Please contact _____ at _____ to collect full CC number.

Bill to Guest Room:

Name: _____ Guest Room #: _____

Arrival Date: _____ Departure Date: _____

Conference Master Bill *(Must have Main Contact Authorization to do this)*

Name & Date of the Event: _____

Signature of Main Contact: _____

Print Name _____

Signature _____

Date _____

I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card, guest room or Conference Master Bill. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.