



EMBASSY SUITES®

Loveland - Hotel, Spa & Conference Center

4705 Clydesdale Parkway  
Loveland, Colorado 80538  
Phone: (970) 593-6200  
Fax: (970) 612-2398



John Q Hammons  
HOTELS & RESORTS

## PRE SHOW FREIGHT DELIVERY FORM

The following are rates for material handling at the Embassy Suites Loveland – Hotel, Spa & Conference Center. Rates for material handling include all **labor to unload shipments** received (up to 2000 pounds), store up to **3 days prior** to the event at the Hotel, **deliver to booth/stage, handle empty containers to/from storage and remove from booth at conclusion of event.**\* Delivery vehicles must have the proper equipment to load and unload items from truck (forklift, lift gate or be suitable for dock high access).

**You must submit this form to the Hotel to insure acceptance of your freight prior to Hotel receipt of freight.** Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A \$25 per day storage fee will apply thereafter. **To insure proper identity freight must be labeled:**

**TO:** VENDOR OR CLIENT **AND** TRADE SHOW/EVENT NAME  
c/o Embassy Suites Loveland – Hotel, Spa & Conference Center:  
4705 Clydesdale Parkway  
Loveland, Colorado 80538

**FROM:**  
Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Event Name: **Colorado Telecommunications Assoc.**  
Move-in date: **July 28, 2010**  
Booth Number: \_\_\_\_\_\*  
Phone Number: \_\_\_\_\_  
\*As assigned by Event Coordinator.

Shipping Costs - \$25.00 per 100 pounds (subject to service charge of 22% and sales tax of 6.7%)

Estimated Shipping Weight \_\_\_\_\_ lbs (Subject to confirmation by Hotel staff)

Total Charges before tax and service fees \$\_\_\_\_\_

Number of pieces / Description of Freight: \_\_\_\_\_

### Form of Payment Information

**Form of Payment:** Credit Card (Amex, Visa, MasterCard, Diner's Club, Discover)

**\*\*FILL OUT ATTACHED CREDIT CARD FORM\*\***

I hereby authorize the following charges to the attached credit card for material order services at the Embassy Suites Loveland – Hotel, Spa & Conference Center. I understand that I will be held solely responsible for the payment of said charges. Included is a front & back copy of the card.

Signature \_\_\_\_\_

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an "Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.