



## Shipment Instructions for Groups

Vendor must fill out information below and fax to Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program, meeting room location and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.

If pallets are going to be shipped, please be advised that the Hotel does not have a pallet jack. Therefore once the pallet is dropped, that is where it will remain until the items are unloaded. **The delivery truck will also need a lift gate.**

It is the group's/vendor's responsibly to schedule a pick up items being shipped back within one (1) day after the event.

Please complete this form and fax back to (480) 731-6397 no later than **Monday, October 14, 2013**  
Please number all boxes – example: 1 of 5, 2 of 5, etc.

**Shipping Label Format:**

**DoubleTree by Hilton Phoenix Tempe**  
2100 South Priest Drive  
Tempe, AZ 85282

**Association for Feminist & Social Theory**  
**Galleria/Encantada Ballrooms**  
**Attn: Erin Forrest**  
**For: Your Company Name Here**

To confirm your shipment has been received, please contact the Catering Office at (480) 804-5206

Group _____ Vendor _____ Date of Group _____ Sender's Name _____ Sender's Phone Number _____ Sender's Address _____ _____ _____	Delivery Company: FedEx UPS Other: _____ Number of Items Shipped _____ Estimated Date of Delivery _____ Tracking Number(s) _____ _____ _____
<b>For Internal Use Only:</b>	
Date Items Received _____ All items received?    Y        N	Date Items Shipped Out _____ Stored in _____