



VENDOR SHIPPING & RECEIVING FORM

INFORMATION:

To pay for your packages to be received, stored, and shipped back please indicate if you would prefer to have shipping charges routed to your room or if you would prefer to pay by credit card. For your privacy and protection, Heritage Hotels and Resorts has partnered with Sertifi to provide a PCI-compliant method of securing Credit Card Authorizations. If you are not charging the shipping to your room, simply provide the name and email address your Sertifi document should be sent to. Please note that the Master Account for the Event Group will be charged for any packages not covered (or properly labeled) by their vendors. Therefore, please be sure to fill out the information below to ensure appropriate billing.

Name of Vendor/Group or Company: _____

Name of Billing Contact: _____

CHARGE ROOM	EMAIL CC AUTHORIZATION
Date of Check-In: Date of Check-Out:	Name: Email Address:

Number of Boxes Being Shipped: _____

Name of Delivery Company: _____

Date of Arrival to Hotel: _____

Who will receive the packages on-site: _____

SHIPPING/PACKAGES

If Event Group or Vendor is shipping packages to the Hotel, please make sure that they are labeled properly as shown below. Hotel suggests that all shipments arrive no more than three (3) business days prior to start date for the Event to avoid additional storage fees. All packages received will be handled by our onsite Security. If labeled appropriately, your package will be stored with the Group's Planning Manager. Each box/package sent will be charged accordingly:

SHIPPING LABEL	PRICING
ATTENTION: Attn: Travis Peacock Hold for Meeting 2026-07-27 Hotel Albuquerque at Old Town 800 Rio Grande Boulevard NW Albuquerque, NM 87104 Box _____ of _____	<ul style="list-style-type: none"> Standard sized box – 11 ½"W x 18"L x 10"H, up to 20 lbs. @ \$5.00 each Large/Oversized box – Boxes larger and/or heavier than listed above @ \$14.00 each All Crates – \$150.00 each Pallet(s) – \$250.00 each

At the conclusion of the Event, please make sure the proper arrangements have been made and that the appropriate labelling is attached. *Hotel will not be held responsible for any items left after the conclusion of the Event.*

Please return this form to diane.rossignol@hhandr.com