



Turtle Bay Resort
Conference and Catering Services

CONFERENCE VENDOR/EXHIBITOR SHIPPING AND RECEIVING INFORMATION

All parcels and packages being sent to the hotel for Conferences and Exhibitions should be sent keeping the following in mind:

Registration and Credit Card Authorization Forms

The Conference Vendor/Exhibitor Registration and Credit Card Authorization Forms must be completed and returned to the Turtle Bay Resort Receiving Office no less than 5 days prior to the event. The forms can be sent via mail or fax using the following contact information:

<u>Mail:</u>	Receiving Department Turtle Bay Resort 57-091 Kamehameha Highway Kahuku, Hawaii 96731	<u>Fax:</u>	808-293-6021
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Labeling of Incoming Packages

All packages being sent to the Turtle Bay Resort must be labeled in the following manner:

Event/Exhibition Name 57-091 Kamehameha Highway Kahuku, Hawaii 96731 Attn: Company's Representative Attending	i.e.	Traveling Turtles 57-091 Kamehameha Highway Kahuku, Hawaii 96731 Attn: Honu 'Ekahi
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Also, please indicate the box number of the total being sent (i.e. Box 1 of 5).

Incoming Packages

All incoming packages to the resort will be received by the Receiving Department and inventoried with the information you provide (Registration Form). Packages will be stored until the event date. Due to limited storage space, please send your packages to arrive no more than 5 days before your event. Deliveries are received Monday thru Friday from all carriers at the Turtle Bay Resort.

Outgoing Packages

Packages being sent out after your event shall be done at your discretion. Blank waybills will be provided. Shipping costs may be paid by credit card or through your company's preferred shipping carrier with your company's shipping account information. If you'd like your shipping costs to be billed to your room or master account, please make arrangements with the Conference Concierge.

Portage Fee

A nominal Portage fee will be assessed for each movement of your packages from the Receiving Area to the location of the event. Should packages need to be moved from the event location to the Receiving area to be sent out, Portage fees will apply for each package. Portage fees are as follows:

Packages that are **20 Pounds or Less** will be charged \$4.00 plus tax per package per movement.

Packages that are **20 Pounds or More** will be charged \$15.00 plus tax per package per movement.

Pallets that are **400 pounds or Less** will be charged \$150.00 plus tax per pallet per movement.

Pallets that are **400 pounds or More** will be charged \$400.00 plus tax per pallet per movement.

Credit Card Authorization Form

The Credit Card Authorization Form must be completed and returned to the Turtle Bay Resort along with the Conference Vendor/Exhibitor Form no less than 5 days prior to the event. Forms may be sent using the information provided above. The Credit Card Authorization Form will be used when accessing Portage Fees for movement of packages to the event location from the Receiving area and if needed, from the event location to the Receiving area.

Questions or Concerns

Should you have any questions or concerns with any form, please feel free to contact the Turtle Bay Resort Conference Services Department at 808-447-6805.



Turtle Bay Resort
Conference and Catering Services
**CONFERENCE VENDOR/EXHIBITOR
REGISTRATION FORM**

Event/Conference Name: _____

Event Dates: _____ to _____

Vendor/Exhibitor Contact Information

Company/Group/Individual Name: _____

On-Site Contact: _____

Phone Number: _____ Fax Number: _____

Incoming Freight/Packages

L	Carrier	Pieces	Tracking Information	Sent Date	Weight
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

INSTRUCTIONS
Please provide us with the information needed to assist us in the tracking of your packages by filling in the lines. Use one line per box. If more lines are needed, please use another page.

Outgoing Freight/Packages

L	Carrier	Pieces	Tracking Information	Sent Date	Weight
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

INSTRUCTIONS
Please provide us with the information needed to assist us in the tracking of your packages by filling in the lines. Use one line per box. If more lines are needed, please use another page.

The Resort is not liable for loss or damage of any packages as a result of fire, theft, ordinary gross negligence, or otherwise, unless it shall appear that the loss or damage was caused by willful act or misappropriation on the part of the Resort or its employees. Furthermore, the Resort is not liable for property left unattended in meeting rooms.



Turtle Bay Resort
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CONFERENCE VENDOR/EXHIBITOR CREDIT CARD AUTHORIZATION FORM

In order to provide exceptional service and allow you, our guest, a better piece of mind with Portage Fees, this Credit Card Authorization Form is required.

Portage fees will automatically be accessed at the conclusion of the event for packages being moved from the Receiving area to the event location and if needed, from the event location to the Receiving area.

Portage fees are accessed accordingly to the weight of the package. Rates are as follows:

- Packages that are **20 Pounds or Less** will be charged \$4.00 plus tax per package per movement.
- Packages that are **20 Pounds or More** will be charged \$15.00 plus tax per package per movement.
- Pallets that are **400 pounds or Less** will be charged \$150.00 plus tax per pallet per movement.
- Pallets that are **400 pounds or More** will be charged \$400.00 plus tax per pallet per movement.

This Credit Card Authorization Form must be completed and returned to the Turtle Bay Resort no less than 5 days prior to the event date. Please return this form along with your registration form to:

Mail: Receiving Department Fax: 808-293-6021
Turtle Bay Resort
57-091 Kamehameha Highway
Kahuku, Hawaii 96731

CREDIT CARD AUTHORIZATION

Turtle Bay Resort is hereby authorized to charge the Credit card listed below to pay for (a) all indicated charges or (b) all charges relating to the function, unless the credit card is being used as a guarantee only. If this authorization is to be used to guarantee payment of the function by check or direct billing, please indicate in the area below. Guaranteed function must be paid within thirty (30) days or the credit card listed below will be charged for the full amount of all charges.

I have read the above statement and understand and agree to all of the terms.

Please include a legible front and back photo copy of your government issued photo identification card.

Name of Cardholder

Signature of Cardholder

Date

Card Type

Card Number

Exp. Date

Billing Address

Telephone Number

Fax Number