

# Seaport Hotel

## Package Shipping Instructions

### PREPARING YOUR SHIPMENT

The Seaport Hotel Business Center Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the facility must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 2-3 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s).

**Please include the following on all packages shipped to the Seaport World Trade Center:**

Seaport World Trade Center

200 Seaport Boulevard

Boston, MA 02210

Conference Name:

Hold For: MMEA 2019 All State Conference

Name of Recipient: \_\_\_\_\_

Date of Event: February 28 – March 2, 2019

Booth #

Box # \_\_\_\_\_ of \_\_\_\_\_

Conference Manager: Cindy Moriarty

Phone: 617-385-5027

#### Price per item shipped:

Letters: \$2.00

Up to 20lbs: \$5.00

20-50lbs: \$10.00

50+lbs: \$30.00

Crates, Pallets: \$85.00

### PAYMENT INFORMATION

In order for your shipment to be released, you will be required to fill out the attached credit card authorization form. **Please note on the form the exhibiting company name and table number.** Once payment is received the shipment will be delivered to your exhibit space. If payment is not received you will be required to visit the business center, located on the Harbor Level of the World Trade Center, make the appropriate payment and then at that time your packages will be released to you at that time.

**DO NOT SHIP ANYTHING TO THE SEAPORT HOTEL.**

### OUTBOUND SHIPMENTS

All outbound packages must have a completed label affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available in the business center. Outbound packages to be picked up by a third party courier should be coordinated in advance with the business center. Please plan to bring your own labels, complete with account information with you to avoid delays in shipments. Items to be shipped out must be tightly secured and properly labeled. Any questions about outbound shipping can be directed to Joanna Widawski at 617-385-4349.



CREDIT CARD BILLING AUTHORIZATION FORM

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PERSON AUTHORIZING: \_\_\_\_\_

**CREDIT CARD TYPE: (Please Check One)**

VISA [ ] CARD NUMBER \_\_\_\_\_ (16 DIGITS) EXP. DATE \_\_\_\_\_

MASTERCARD [ ] CARD NUMBER \_\_\_\_\_ (16 DIGITS) EXP. DATE \_\_\_\_\_

AMEX [ ] CARD NUMBER \_\_\_\_\_ (15 DIGITS) EXP. DATE \_\_\_\_\_

DISCOVER/NOVUS [ ] CARD NUMBER \_\_\_\_\_ (16 DIGITS) EXP. DATE \_\_\_\_\_

OTHER [ ] (Specify) \_\_\_\_\_ CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**PLEASE SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS: (Check all that apply)**

DEPOSIT: [ ] AMOUNT \$ \_\_\_\_\_

FULL BALANCE DUE [ ] AMOUNT \$ \_\_\_\_\_

MULTIPLE USE [ ] AUTHORIZED USE FROM \_\_\_\_\_ TO \_\_\_\_\_

\*\*\*\*Please note that the billing is done through the Seaport World Trade Center and will appear as such on your credit card statement.

Event Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Cardholders Address: \_\_\_\_\_

Cardholders Telephone Number: \_\_\_\_\_

**Hotel Sales / Catering Use Only:**

**Sales / Service Manager (where applicable)** \_\_\_\_\_

**Estimated Sales Dollars \$** \_\_\_\_\_