

Shipping Instructions for Vital Care Exhibitors at JW Bonnet Creek

Label your packages as follows and use the provided custom Vital Care Exhibitor labels (attached on pg 5) to expedite the inbound process.

Exhibitor Name and Cell Number
Exhibitor Company Name
Exhibitor Booth # (if available)
 14900 Chelonia Parkway
 Orlando, FL 32821
Vital Care Exhibitor
Box ___ of ___

**SHIPMENTS TO ARRIVE ON OR
 AFTER WEDNESDAY, 10/2 TO
 AVOID STORAGE FEES.**

**Submit the Credit Card Authorization
 Form to avoid any delivery delays to
 your booth on set up day! CCAF on pg 2**

Package Handling and Storage Fees

Package weight	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$7.00
0.0–1.0 lb.	\$7.00
1.1–10.0 lbs.	\$15.00
10.1–20.0 lbs.	\$20.00
20.1–30.0 lbs.	\$30.00
30.1–40.0 lbs.	\$36.00
40.1–50.0 lbs.	\$42.00
50.1–60.0 lbs.	\$50.00
60.1–150.0 lbs.	\$66.00
Pallets & crates*	\$250.00 or \$0.80/lb. > 312 lbs.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pick up or delivery points, or collecting and disposing of package packaging materials, will be at an additional fee of \$70 per hour. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which include, pallet jacks, dollies, and flatbed carts.

Terms and Conditions

All charges are payable at the time of delivery. By sending your package to the property, you agreed to be bound by any additional terms and conditions that the property or FedEx Office and print services, Inc. may establish from time to time for receiving and delivering of packages.



HC Parcel Management Credit Card Authorization Form

Instructions

For Pickup/Delivery/RTS on date ____ / ____ / ____ time ____ : ____ am/pm

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Customer/Account Information

Customer Name / Event Name:		
Email:	Cell:	
Package IDs or Tracking Numbers:		
Transaction Amount:	Date:	FedEx Receipt Number:
Notes:		
Detached portion placed in Iron Mountain Bin by: _____ Date: _____ <small style="display: inline-block; width: 150px; text-align: center;">Printed Name</small> <small style="display: inline-block; width: 150px; text-align: center;">Signature</small>		

DETACH AND SHRED THE INFO BELOW IMMEDIATELY AFTER THE TRANSACTION IS TENDERED

Name of the Credit Card Account Holder:	Credit Card Type: <input type="radio"/> Visa <input type="radio"/> FedEx Office Account # <input type="radio"/> MasterCard <input type="radio"/> FedEx Account # <input type="radio"/> Discover <input type="radio"/> AMEX <input type="radio"/> Dinners Club	
Credit Card Number :	CVV Number:	Expiration Date:
Account Holder Signature:		Billing Zip Code:



JW Marriott Bonnet Creek Outbound Shipping Form

For Packages without outbound prepaid labels.

Monday–Friday 7:30 a.m. - 6:00 p.m. || Saturday 7:30 a.m. - 1:00 p.m. || Sunday Closed

For any questions regarding your item, please contact us at 321.329.3402 during normal business hours.

- We *cannot* ship to any P.O. Boxes (this includes FPO, APO, and DPO).
- All information listed is required in order to process your shipment.
- All FedEx shipping account numbers are 9 digits long; we cannot use a printing account number or a cash-only shipping account.
- FedEx Office adheres to company-wide, city, state and federal restrictions that do not allow us to ship certain items (please see the back for the list).

Sender Information

Name: _____ Phone Number: _____
 Address: _____ Address Line 2: _____
 City: _____ State: _____ ZIP Code: _____
 Email (for tracking notifications): _____

Recipient Information

Name: _____ Phone Number: _____
 Address: _____ Address Line 2: _____
 City: _____ State: _____ ZIP Code: _____
 Please indicate whether this is a Residence or a Business: Residence Business
 Email (for tracking notifications): _____

Package Information

Declared Value (DV): \$_____ (DV over \$100 will incur additional charges based on the value)*

Please choose a signature option (additional charges apply):

- None Direct Signature (recommended) Any adult available 21+
- Indirect (only available for residential addresses)

FedEx Account #: _____ (optional) Sender Account Recipient Account Third-Party Account

(Please indicate whether the account belongs to the Sender, Recipient, or Third Party)

*Any DV over \$500 will require an inspection of the parcel and require a signature upon delivery.

Be sure to provide payment for outbound handling fees to not delay your outbound shipment.

Items prohibited for customer dropoff:

- Air bags
- Alcoholic beverages*
- Any hazardous substance or regulated material
- Anything on the Prohibited Items list, found in the FedEx Service Guide
- Anything prohibited by law
- Articles of unusual value (priceless art, jewelry, collectibles)
- Cash, coins, currency, stamps
- Corrosives, explosives, toxic substances and ORM-D
- Firearms
- Fireworks
- Gasoline
- Human or animal remains, body parts
- Live animals or insects
- Lottery tickets or gaming devices where prohibited by state, local or federal law
- Marijuana, as defined by U.S. federal law, 21 U.S.C. 802(16), including marijuana intended for recreational or medicinal use, and synthetic cannabinoids
- Nail polish
- Pornographic materials
- Tobacco and tobacco products, including but not limited to cigarettes, cigars, loose tobacco, smokeless tobacco, hookah or shisha
- Used hypodermic needles, syringes or medical waste

We also do not accept:

- Packages tied with string or rope
- Packages covered in paper or stretch wrapping
- Two or more packages banded together
- Packages that are leaking, oil-stained or emitting a strong odor
- Boxes that are visibly used/worn or have crushed corners
- Outer boxes made of Styrofoam
- Shirt boxes or other retail gift boxes
- Rattling, shifting contents
- Dangerous goods, hazardous materials or prohibited items

*Except when shipped in accordance with the terms and conditions outlined in the FedEx Service Guide found at [fedex.com/us/hazardous-materials](https://www.fedex.com/us/hazardous-materials) and with appropriate labeling applied.

Vital Care Exhibitor Package

Booth #: _____

Company Name: _____

Guest Name: _____

Guest Cell: _____

Box _____ of _____

Shipment to arrive on or after Wednesday, 10/2 to avoid storage fees.

Vital Care Exhibitor Package

Booth #: _____

Company Name: _____

Guest Name: _____

Guest Cell: _____

Box _____ of _____

Shipment to arrive on or after Wednesday, 10/2 to avoid storage fees.