



## Shipping Information

### **Proper Labeling for all Shipments:**

*Exhibitor Name (Name of Person Accepting Package)*

*Exhibitor Company*

c/o Hilton Myrtle Beach Resort

10000 Beach Club Drive

Myrtle Beach, SC 29572

***RE: 2022 AMEN Annual Conference Exhibitor***

### **Package Handling Charges:**

<b>Package Size</b>	<b>Receiving Ship</b>	<b>Storage</b>
Under 20 Pounds	\$10.00/ Per Package	\$5.00
Over 20 Pounds	\$20.00/ Per Package	\$10.00
*Crate / Pallet	\$150.00	\$100.00

### **Shipping Procedures:**

1. All Shipments must be properly labeled
2. Boxes should be received no earlier than **3 days prior** to start of meeting.
3. After conference any boxes to be shipped out of the hotel must be properly labeled and packaged with shipping label. Guest is responsible for contacting their shipping company for pick up. Any boxes not picked up 3 days after event will be discarded.

### **Retrieving Procedures:**

1. Packages can be retrieved through conference services.
2. All packages will be held and stored with hotel security.
3. ***Payment must be received before shipments are released to receiver.***



**Hilton Myrtle Beach Resort**

**Credit Card Payment Authorization Form**

Please complete all areas below. Incomplete requests may be rejected. This form must be received before packages are sent to the hotel to ensure acceptance of the credit card to be charged.

EMAIL COMPLETED FORM TO: Katerina.Morgan@Hilton.com

**Guest Information:**

<b>Group Name: 2022 AMEN Annual Conference</b>	
<b>Event Date: 10/27/22 – 10/30/22</b>	
Confirmation Number:	Today's Date:
Room Rate:	Day Time Phone:

**CARDHOLDER- Please complete the following section and sign/date below.**

<b>Cardholder Name as it Appears on Credit Card:</b>				
<b>Cardholder Billing Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zip:</b>		
<b>Daytime /Business Telephone:</b>			<b>Evening Telephone:</b>	
<b>Credit Card Number:</b>			<b>Expiration Date:</b>	
<b>Credit Card Type: (Circle one)</b>				
<input type="checkbox"/> Visa/MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> JCB	<input type="checkbox"/> Diners Club
<b>Credit Card Issuing Bank Name:</b>			<b>Bank Phone Number (from back of your credit card):</b>	
<b>Please indicate the number of packages/ crates the hotel is to receive:</b>				
_____ Package(s) under 20lbs. * \$10.00 Per Package * \$5.00 Storage	_____ Package(s) Over 20lbs. * \$20.00 Per Package * \$10.00 Storage	_____ Crate(s) * \$150.00 Per Crate * \$10.00 Storage		
<b>**Please note - shipments will not be received until Hotel receives payment**</b>				
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
* Indicate if payment is to be charged to guest room (for in-house guests only): _____				

**Note: Shipping payment may be charged to hotel room for in-house guests. The completion of the Credit Card Authorization form is to ensure that a form of payment is accepted prior to arrival.**

**Amount to be immediately charged to credit card for payment: \$ \_\_\_\_\_**

**Final Balance Billed to credit card (hotel use only): \$ \_\_\_\_\_**

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

**Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_**