



# The University of Texas at Austin AT&T Hotel and Conference Center

## Package Shipping & Handling Form

### SHIPPING:

- The AT&T Executive Education and Conference Center will receive and store packages **72 hours** prior to your event. Please note that there are package handling/storage fees for ALL incoming packages that arrive to the AT&T Conference Center.
- The AT&T Conference center is NOT responsible for lost or stolen packages and CAN'T be held accountable for ANY courier shipping delays. If you purchased insurance through your courier, please contact them immediately to file a claim. (Box handling fees are listed on page 2).

### Incoming Packages:

- To ship packages to the Conference Center please fill out form on Pg. 2, and notify your Conference Services contact prior to shipment. **Please label packages as follows:**

**\*Attention:** [Insert Name of person who will claim the packages]  
**\*Event Name:** [Insert Name of Event] **\*Date of event:** [Insert date of Event]

**AT&T Executive Education & Conference Center**  
1900 University Avenue  
Austin, Texas 78705  
(512) 404-1900  
**Box \_\_\_\_ of \_\_\_\_**

- After you complete the form on page 2, please email it to Emma Schoen at [emma.schoen@attconf.utexas.edu](mailto:emma.schoen@attconf.utexas.edu)

### Outgoing Packages:

- To ship packages **out** of the Conference Center you will need to:
  - Bring your OWN pre-paid shipping labels from the courier of your choice;  
**The AT&T Conference Center will not cover any courier cost.**  
If you need labels, you may use the Business Center on Level M2 to create one online and print.
  - **Call your courier to schedule a pick up under your account** and have all boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package).
  - Notify Emma Schoen when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

**\*Shipping Terms & Conditions:** If the number of boxes differs from what you listed on the form, we will modify your expenses to reflect what was shipped in/out.

**For any additional questions or assistance please contact:**

**Emma Schoen**  
Event Coordinator  
Email: [emma.schoen@attconf.utexas.edu](mailto:emma.schoen@attconf.utexas.edu)  
Office: 512.404.3624 Main: 512.404.1900



The University of Texas at Austin  
**AT&T Hotel and Conference Center**

**Incoming/Outgoing Packages**

Name & date of the event you are attending: \_\_\_\_\_

Vendor Name & Name on Items; Attn: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Package Handling/Storage Fees:**

**Inbound & Outbound Charges**

| Description   | Price         | # of Incoming / Outgoing | Total amount: |
|---|---------------|--------------------------|---------------|
| Boxes Under 50lbs   | \$7.00/Box    |                          | \$            |
| Freight & Equipment Roller Cases (Or boxes 50lbs or over) | \$40.00 each  |                          | \$            |
| Pallet (wrapped), Crate or Similar                        | \$200.00/each |                          | \$            |
| **Sales Tax (If applicable)                               | Tax: 8.25%    |                          | \$            |

**Please Charge Total Amount to:**

*(Please choose one)*

**Credit Card**    Group Master    American Express    Master Card    Visa    Discover

Name on credit card: \_\_\_\_\_

\*Last four digits of Credit Card: \_\_\_\_\_    Expiration Date: \_\_\_\_\_

\*Please do not write the entire Credit Card number here. Emma Schoen will call you directly to get the full credit card number.

Please contact \_\_\_\_\_ at \_\_\_\_\_ to collect full CC number.

**Bill to Guest Room:**

Name: \_\_\_\_\_ Guest Room #: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**Conference Master Bill** *(Must have Main Contact Authorization to do this)*

Name & Date of the Event: \_\_\_\_\_

Signature of Main Contact: \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card, guest room or Conference Master Bill. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.