



AUTOGRAPH COLLECTION®
HOTELS

We are delighted to have you as an exhibitor at The Historic Davenport Hotel!
The following is information for shipping to the hotel
and ordering power/audio visual at your exhibitor area

For your shipping needs, the Davenport Hotel offers a full-service Shipping and Receiving Department. The office hours are Monday-Friday, 8 am-5 pm. The Shipping Manager can be reached by calling 509-789-6805. **The hotel charges \$10 per box and \$300 per crate and/or pallet delivered to the hotel. The hotel charges \$10 per box picked up at the conclusion of the conference and taken to the loading dock.** Packages for function may be delivered to the hotel up to one week prior to the event/conference/convention and must be shipped out within five (5) days of the last day of conference. Any items left after five days (5) without shipping arrangements are subject to an additional fee. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited. Please do not ship valuables. We cannot be responsible for contents.

CONFERENCE NAME:

EVENT DATES:

CLIENT/GUEST NAME:

HOLD FOR ARRIVAL: (Arrival Date)

HOTEL NAME: The Historic Davenport Hotel

ADDRESS: 10 South Post Street

CITY, STATE ZIP: SPOKANE, WA 99201

TELEPHONE NUMBER: 509.789.6869

FAX NUMBER: 509.789.6832

NUMBER OF PACKAGES IN THAT SHIPMENT:

We also recommend that you have a packing slip both inside and outside each package. Guests will be responsible for the packing and return of all packages.

No COD packages will be accepted. The Davenport Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

SHIPPING FROM THE DAVENPORT HISTORIC HOTEL

The Davenport Hotel utilizes Federal Express and UPS for our shipping needs. Should USPS be requested, postage must be pre-paid and on the box or item being shipped. For those packages that needed to be boxed or prepared by our Shipping Department, additional fees may apply depending upon what supplies are needed (tape, new boxes, envelope, packing material, etc.). FedEx and UPS shipping supplies are available free of charge. In all instances shipping labels must be completely filled out by the guest or they will not be shipped. UPS and FedEx deliver to the hotel around 9 am (Monday-Friday) and pick up outgoing packages every afternoon at 3 pm. (Times are subject to change.)

The Davenport Hotel is not responsible for any items left. Item inadvertently left behind will be held for 30 days following the event. All arrangements for shipping and receiving must be arranged through your Catering Manager or Management contact.

If you are shipping boxes/pallets to the hotel, please send this form to Kamie Gylling (Senior Convention Services Manager) at kgylling@thedavenporthotel.com.

Conference name _____

Meeting room _____

Arrival (set-up) date _____

Departure (tear-down) date _____

Vendor company name _____

On-site contact _____

Table/Booth # (if assigned) _____

Number of boxes to be shipped _____ boxes. _____ crates/pallets.

****PLEASE NOTE: Exhibitors bringing their material to the hotel must load-in and load-out through our loading dock located on First Street on the South side of the hotel. No deliveries are to be made through the front drive/valet entrance.**

If you require power, wired internet, or audio visual equipment at your booth or exhibit table, fill out this form and send back to: Jordan Piscopo, piscopo@prodigyarrow.com **AND** Kamie Gylling at kgylling@thedavenporthotel.com

Required:

Electric power (extension cord & power strip) \$10 per day x _____ days.

Wired Internet \$50 per connection per day x _____ days.

Wireless Internet is complimentary throughout the hotel.

AV equipment (please specify) _____

Please contact Jordan Piscopo at piscopo@prodigyarrow.com for pricing. All pricing is subject to 22% service charge + 9% Sales Tax.

PAYMENT:

Shipping/Receiving fees need to be paid onsite via credit card or charged to onsite exhibitor's guest room. Once payment is received, shipped items will be delivered to exhibitor table/booth.

Power and audiovisual charges need to be paid onsite via credit card or charged to exhibitor's guest room. Power and audiovisual equipment will be setup once payment is made.

Please return this form to kgylling@thedavenporthotel.com