

INBOUND SHIPPING INFORMATION



To: Copper Mountain, Inc.

For: Name of event: _____

Arrival date: _____

Name of contact/company: _____

C/O Copper Mountain Inc.
 Conference Services
 0182 Copper Circle, Suite A9
 Copper Mountain, CO 80443
 (970) 968-2882 ext. 45930

List each piece separately

	Size L-W-H	Estimated Weight	Carriers	Tracking Numbers
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

List any special rigging or handling requirements:

- *Please use provided shipping labels.***
- *Shipments arriving prior to assigned target date will be refused.***
- All shipments must be prepaid. Collect shipments will be refused.***
- *All charges will be master billed unless other arrangements have been made.***
- *Drayage of \$4 per item will apply for all packages less than 3'x3' in size. All items larger than 3'x3' will be \$8 each.***
- *Pallets that can be broken down into individual boxes will be charged according to applicable box fee.***
- *Pallets/crates that cannot be broken down and are too large to be delivered in a standard vehicle will be charged \$65 per time moved.***

Fax this form to: Conference Services at: 970-968-3158 by: _____



SHIPPING PROCEDURE



The following is the procedure for meeting and conferences to be used whenever an exposition service is not involved with the event:

1. All individuals and companies shipping materials to Copper Mountain, Inc. **MUST** complete and fax the Estimated Material Handling Order Form to Conference Services one week before the event date.
2. Please use shipping labels below for items being shipped to Copper Mountain Conference Services with appropriate dates for arrival. Copper cannot guarantee prompt delivery of improperly labeled packages.
3. **Shipments should arrive no earlier than 3 days prior to your arrival. Shipments arriving earlier than 3 days prior to your arrival will be refused.**
4. **Shipper must prepay all inbound shipments. Collect shipments will be refused.**
5. **Client will be responsible for packaging (including materials), labeling and shipping of all out-going packages. Copper Mountain Resort will not accept responsibility for outgoing packages.**
6. Shippers must pay all outbound shipping costs. Outbound shipping procedures will be provided by your Conference Services Coordinator during your stay at Copper.
7. A handling charge of \$4 per item will apply for all packages less than 3'x3' in size. All items larger than 3'x3' will be \$8 each. Pallets that can be broken down into individual boxes will be charged according to applicable box fee. Pallets/crates that cannot be broken down and are too large to be delivered in a standard vehicle will be charged \$65 per time moved.
8. Exhibitors and groups with any storage needs for extra pallets and/or boxes must contact their Conference Services Manager. Storage is based on availability and must be pre arranged. Fees will apply.

SHIPPING LABEL

Photocopy label, cut out and tape to all shipments.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/>	<p style="margin: 0;">SHIP TO: COPPER MOUNTAIN INC.</p> <p style="margin: 0;">CONFERENCE SERVICES</p> <p style="margin: 0;">0182 COPPER CIRCLE, SUITE A9</p> <p style="margin: 0;">COPPERMOUNTAIN, CO 80443</p>
<p>RESERVATION ID #: _____</p> <p>EXHBITOR: _____</p> <p>GROUP CONTACT NAME: _____</p>	<p>EVENT: _____</p> <p>LOCATION: _____</p> <p>DATES: _____</p>