

**Renaissance Glendale Hotel & Spa
Material Handling Form**



EMAIL ORDERS TO the ACCOUNTING CONTACTS with ONLY the last 4 credit card credit card number by

Conference Name:	2025 AFCPE Symposium	Company Name:	
Delivery Date & Time:		Pickup Date & Time:	
On-Site Contact:		Your Name:	
Phone No:		Email:	
Fax No:			

ALL PACKAGES NEED TO BE RECEIVED/SENT VIA OUR LOADING DOCK

Material Handling Charges to Renaissance	Cost	Qty	
Small/Medium Boxes Stored & Delivered (Under 25#)	\$50 each		\$0
Large Boxes or Crates Stored & Delivered (25-100 Pounds)	\$100 each		\$0
Special Equipment/Bulk Items on Standard Pallet (100-300#)	\$150 each		\$0
Subtotal:			\$0
Service Charge (25%):			\$0
Tax (10.2%):			\$0.00
TOTAL:			\$0.00

GRAND TOTAL:	\$0.00
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<p>TERMS: Hotel not responsible for items damaged or lost. Prices are valid for tradeshow, tabletop, booth events only. Shipping must be paid in full before equipment delivery on set-up day. Cancellations of any order within 48 hours of event date will be billed at full contracted price. Shipments will NOT be accepted more than (3) business days prior to set-up day (due to limited storage) . Contact CEM noted for special arrangements.</p>	<p>PAYMENT/SHIPPING ADDRESS: Renaissance Glendale Hotel & Spa 9495 Entertainment Blvd. Glendale, AZ 85305 Sales p: (480) 518-8050 f: (480) 518-8089 Attn: Onsite contact name ESM: stacy.clarke@atriumhospitality.com Accounting contacts: jonathan.quezada@atriumhospitality.com rozelia.felton@atriumhospitality.com</p>
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Credit Card _____ Guest Room # _____

Card Holders Name: _____ Card Type: _____

Last 4 Digits Card: _____

Expiration Date: _____ Signature: _____

**PLEASE COMPLETE FORM BY TYPING IN BLANKS. IF FORMS ARE NOT LEGIBLE THEY WILL NOT BE PROCESSED
PLEASE INLCUDE A WORKING PHONE NUMBER IN CASE OF CREDIT CARD CONCERNS**