

We prefer drayage to be handled by the decorator.



DRAYAGE FORM

CENTRAL RECEIVING WAREHOUSE

One Hope Blvd. Galveston, TX.77554

Receiving-Storage Information

PH:409-683-4226 or 4227 FAX:409-683-4934

warehouse@moodygardens.org



Name of Event/Conference _____

Booth# _____

Guest Name (payor) _____

Attention _____

Company Name _____

Address _____

Phone # _____

Email address _____

Shipper _____

Date Received: / /

Tracking Numbers _____

Number of Packages/Pieces _____

Weight of Packages/Pieces _____

All items shipped to Moody Gardens will incur drayage fees for shipping to and from Moody Gardens and *does not include freight for shipping back to customer*. The fees are as follows and *does not include freight fees*.

Under 10 lbs. that does not require special handling - \$25.00 per item.

Over 10 lbs. that does not require special handling - \$45.00 per item.

Special handling - \$300.00 per item.

Charges must be guaranteed by a major credit card. Billing can be charged to your guest room.

We accept Master Card, Visa, American Express and Discover Card.

CC# _____ Exp Date _____ / _____ / _____

Name on card _____

Print name _____ Date _____

Signature _____

Billing questions: 1-800-582-4673 ext. 4419 or Fax 409-683-4936

Items left at the Hotel/Convention Center will only be held for 30 days.

If not claimed after 30 days the items will be disposed of.

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MOODY
GARDENS
HOTEL

SPA & CONVENTION CENTER
GALVESTON ISLAND

Moody Gardens Warehouse Shipping

OUTGOING SHIPPING INSTRUCTIONS

For all boxes that were shipped in through this department:

1. All items must be ready to ship. They must be packaged and taped.
2. All items must have a shipping label completely filled out with either an account number or credit card number attached to each box. If you need additional forms, there are **UPS** and **FedEx** forms in the convention center office and the hotel front desk. Check with your group registration area.
3. All items should be left in your booth and Moody Gardens shipping personnel will come by to pick up the items.
4. All items to be shipped will be taken to the Moody Gardens warehouse for pick up by the shipping companies. Please note that **UPS** and **FedEx** are the only shipping companies that pick up on a daily basis (excluding weekends and holidays). If you are using another shipping company, it is the responsibility of the shipper/vendor to contact their shipping company for pick up.

PLEASE NOTE: Any items that are not labeled correctly for shipping will be refused by the transportation companies.

Drayage charges will apply based upon weight of the items.