**American Honey Producers Association**

**Shipping Policy and Materials Handling/Storage Form**

Please sign this form and return to the Crowne Plaza via fax (225) 930-0156

**STORAGE FEES:**

The Crowne Plaza will receive and store shipments up to 36 hours (3 business days) prior to a show or meeting without assessing a storage fee. If shipments arrive prior to this time, a storage fee of $50 per day will be assessed.

\*\* Packages with storage fees will not be delivered to the exhibit until payment of the storage fee is received.

\*\* The Crowne Plaza WILL NOT be held responsible for materials in storage or damage to materials.

**HANDLING FEES:**

The heaviest piece that the hotel can accept complimentary is 50 lbs in one piece or any package that is on wheels. The Crowne Plaza does not have a loading dock, so large deliveries should be arranged with a lift gate truck. Arrangements for shipping packages that are on pallets or will require a fork lift must be set up prior to delivery and the following fees will apply:

 Use of pallet jack to deliver to meeting room- $75.00+ per delivery

 Use of forklift to deliver to meeting room- $125.00+ per delivery

 Use of pallet jack or forklift to unload a delivery truck and deliver to meeting room - $250.00+ per delivery

**SHIPPING ARRANGEMENTS:**

It is the responsibility of the Exhibitor/Exhibiting Company to make arrangements for exhibit materials to be shipped out of the Crowne Plaza upon completion of the show.

This includes: 1. Packing the materials

 2. Provide and Complete Paperwork/Bill of Lading

 3. Affix labels to containers

 4. Call shipping company to arrange the pickup

 \*\*All shipping is the responsibility of the shipper and MUST be prepaid. The Crowne Plaza WILL

 NOT assume any responsibility for shipping items left in an exhibit after a show.

 \*\*Materials that have not been collected within 48 hours (2 business days) of the show will be discarded.

 \*\*Shipments should be scheduled for delivery 8:00am-4:00pm Monday thru Friday.

**SHIPPING LABEL:**

Please fill out accordingly:

 AHPA Conference- Hold for arrival on \_\_\_\_\_\_\_\_

 AHPA-Cassie Cox

 Crowne Plaza

 4728 Constitution Ave.

 Baton Rouge, LA 70808