

# HOTEL INDIGO®

LOS ANGELES DOWNTOWN

## Box and Package Handling Form

For the following Individual or Function:

Group: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Event Date: \_\_\_\_\_

Number of Boxes and Packages: \_\_\_\_\_

Tracking Information (if available): \_\_\_\_\_

**Please email Mary Ledesma at [mary.ledesma@ihg.com](mailto:mary.ledesma@ihg.com) for Credit Card Link to be sent.**

Charges to be included are marked below:

\_\_\_\_\_ Box and Package Handling

\_\_\_\_\_ Other, defined below

### Package Handling Fee:

\$5.00 per box under 25lbs

\$25.00 per box for 25-50lbs

\$35.00 per box for 50lbs

Pallets are assessed at the rate of \$150.00 per pallet

*When shipping packages to the hotel, Hotel asks that they are shipped to arrive no more than 3 days prior to the event. In the event packages arrive earlier, Group will be assessed a charge of \$10.00 per box, per day. In addition, Hotel will be able to store the boxes at no charges for three days after the event. Otherwise, the \$10.00 per box, per day fee will be assessed.*

### Please send shipments to:

Hotel Indigo Los Angeles Downtown

899 Francisco St.

Los Angeles, CA 90018

Attn: **Conference Services Manager / Name of Company**

Hold for: **Name of Event**

*\*Credit Cards used as full payment or guarantee will be charged within ten business days of arrival\**

*\*Credit Cards used as a deposit will be charged as specified in the contract\**