HOTEL INDIGO
LOS ANGELES DOWNTOWN

Box and Package Handling Form

For the following Individual or Function:
Group:_____

Name of Company: _____

Address: _____

Telephone: _____

Contact Name: _____

Contact Email: _____

Event Date: _____

Number of Boxes and Packages_____

Estimated Weight per Box: _____

Tracking Information (if available:) _____

Package Handling Fee:
$5.00 per box under 25lbs
$25.00 per box for 25-50lbs
$35.00 per box over 50lbs
Pallets are assessed at the rate of $150.00 per pallet

Advance Shipments: Packages should arrive at the hotel no earlier than three (3) days prior to the scheduled event date. Packages received earlier than this timeframe will incur an additional storage fee of $10.00 per box, per day.

Post-Event Storage: The hotel will provide complimentary storage for up to three (3) days following the event. Packages remaining beyond this period will incur a storage fee of $10.00 per box, per day.

Please address all 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

Ship-Out:
The guest or designated contact is responsible for scheduling a pickup directly with their selected carrier. All packages must have a prepaid shipping label printed and securely attached prior to pick up.

Credit Card Authorization & Payment:
Please email Jenny Kim at jenny.kim2@ihg.com to request a Credit Card Authorization link.

A valid credit card authorization must be provided to cover applicable package handling, storage, and other authorized charges. Final charges will be determined based on the actual number, weight, and handling requirements of packages received and will be charged to the authorized credit card accordingly.