



INSTRUCTIONS FOR SHIPPING PARCELS TO OUR HOTEL

THE FAIRMONT HOTEL
170 SOUTH MARKET STREET
SAN JOSE, CA 95113

For Meeting Room delivery, the following information should be placed on the outside of the parcel:

ATTENTION: EXHIBITOR'S NAME:

CONFERENCE NAME:

CONFERENCE DATE:

CONVENTION SERVICES MGR:

FUNCTION ROOM:

COST GUIDELINES FOR SHIPPING/RECEIVING DEPT. INCOMING & OUTGOING SHIPMENTS:
\$7.00 Per Box, Incoming (approx. 3' wide x 3' long x 3' deep)
\$7.00 Per Box, Outgoing (approx. 3' wide x 3' long x 3' deep)
\$50.00 Per Crate with Wheels, Each Way
\$100.00 Per Crate, Each Way

HOURS OF OPERATION	
7am - 3:30pm	Monday - Friday
9am - 1pm	Saturday
Closed	Sunday

To Contact the Shipping/Receiving Dept. Directly please call: (408) 998.3919