



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 Jenny Kim at jenny.kim2@ihg.com for Credit Card Authorization 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