

**Renaissance Glendale Hotel & Spa**  
**Material Handling Form**



**EMAIL ORDERS TO the ACCOUNTING CONTACTS with ONLY the last 4 credit card credit card number by**

Conference Name:	<b>2025 AFCPE Symposium</b>	Company Name:	
Delivery Date & Time:		Pickup Date & Time:	
On-Site Contact:		Your Name:	
Phone No:		Email:	
Fax No:			

**ALL PACKAGES NEED TO BE RECEIVED/SENT VIA OUR LOADING DOCK**

<b>Material Handling Charges to Renaissance</b>	<b>Cost</b>	<b>Qty</b>	
Small/Medium Boxes Stored & Delivered (Under 25#)	\$50 each		\$0
Large Boxes or Crates Stored & Delivered (25-100 Pounds)	\$100 each		\$0
Special Equipment/Bulk Items on Standard Pallet (100-300#)	\$150 each		\$0
<b>Subtotal:</b>			<b>\$0</b>
<b>Service Charge (25%):</b>			<b>\$0</b>
<b>Tax (10.2%):</b>			<b>\$0.00</b>
<b>TOTAL:</b>			<b>\$0.00</b>

<b>GRAND TOTAL:</b>	<b>\$0.00</b>
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<b>TERMS:</b> Hotel not responsible for items damaged or lost. Prices are valid for tradeshow, tabletop, booth events only. Shipping must be paid in full before equipment delivery on set-up day. Cancellations of any order within 48 hours of event date will be billed at full contracted price. Shipments will NOT be accepted more than (3) business days prior to set-up day (due to limited storage) . Contact CEM noted for special arrangements.	<b>PAYMENT/SHIPPING ADDRESS:</b> Renaissance Glendale Hotel & Spa 9495 Entertainment Blvd. Glendale, AZ 85305 Sales p: (480) 518-8050 f: (480) 518-8089 Attn: Onsite contact name <b>ESM: stacy.clarke@atriumhospitality.com</b> Accounting contacts: <a href="mailto:jonathan.quezada@atriumhospitality.com">jonathan.quezada@atriumhospitality.com</a> <a href="mailto:rozelia.felton@atriumhospitality.com">rozelia.felton@atriumhospitality.com</a>
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Credit Card \_\_\_\_\_ Guest Room # \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Card Type: \_\_\_\_\_

Last 4 Digits Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE COMPLETE FORM BY TYPING IN BLANKS. IF FORMS ARE NOT LEGIBLE THEY WILL NOT BE PROCESSED**  
**PLEASE INLCUDE A WORKING PHONE NUMBER IN CASE OF CREDIT CARD CONCERNS**