



when completed email to:
usa5585@fedex.com

**INBOUND
FEDEX SHIPPING FORM**

Today's Date: _____

Group Name: _____ Guest Name: _____

Cell Phone: _____ E-Mail: _____

Number of Boxes Shipped: _____

Number of Pallets Shipped: _____

Tracking Numbers: _____

Shipping Date: _____

Arrival Date: _____

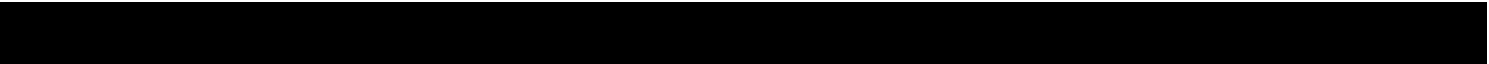
FEDEX TEAM TO DELIVER TO:

Guest Name/
Company Name: _____

Meeting Room/ BallRoom/ Booth #: _____

Date to Deliver: _____ Time: _____

METHOD OF PAYMENT:



Bill to Guest Room #: _____ (must have signature) X _____

Check here if you would like to pay by credit card, a FedEx representative will contact you.

Please add the following to incoming shipments for proper delivery:

In care of:

Name of your conference:

Attention: (Person receiving shipment)

Conference Dates:

Please specify delivery to:

The Signia By Hilton
14100 Bonnet Creek Resort Lane
Orlando, FL, 32821

The Waldorf Astoria
14200 Bonnet Creek Resort Lane
Orlando, FL, 32821