

Moody Gardens prefers drayage to be handled by the decorator



DRAYAGE FORM
CENTRAL RECEIVING WAREHOUSE
One Hope Blvd. Galveston, TX 77554



Receiving - Storage Information
Phone: (409) 683-4226 or 4227 FAX: (409) 683-4934
Email: warehouse@moodygardens.org
Lbarber@moodygardens.org

Name of Event/Conference: _____

Booth #: _____

Guest Name (payor): _____

Attention: _____

Company Name: _____

Address: _____

Phone #: _____

Email Address: _____

Shipper: _____ Date Received: ____ / ____ / ____

Tracking Numbers: _____

Number of Packages/Pieces: _____

Weight of Packages/Pieces: _____

All items shipped to Moody Gardens will incur drayage fees for shipping to and from Moody Gardens and ***does not include freight for shipping back to customer.***

The fees are as follows and ***does not include freight fees.***

**DO NOT ALLOW ANYONE
OTHER THAN MOODY
GARDENS PERSONNEL
TO HANDLE YOUR
DRAYAGE**

Under 10 lbs. - \$25.00 each: _____
Over 10 lbs. - \$45.00 each: _____
Special Handling - \$300.00 each: _____
Weekly Space Rental - \$100.00 per week: _____
Total: _____

Charges must be guaranteed by a major credit card. Billing can be charged to your guest room.

We accept **Master Card, Visa, American Express and Discover Card.**

Credit Card #: _____ CCV#: _____ Exp. Date: _____

Name on Card: _____

Print Name: _____ Date: ____ / ____ / ____

Signature: _____ P/U O.G.F.A.E. Yes

No

Drayage/Billing questions: (409) 683-4226 or (409) 683-4227 or Fax (409) 683-4934

Items left at the Hotel/Convention Center will only be held for 30 days.

If not claimed after 30 days the items will be disposed of.

Moody Gardens prefers drayage to be handled by the decorator



Moody Gardens Warehouse Shipping

OUTGOING SHIPPING INSTRUCTIONS

For all boxes that were shipped in through this department:

1. All items must be ready to ship. They must be packaged and taped.
2. All items must have a shipping label completely filled out with either an account number or credit card number attached to each box. If you need additional forms, there are **UPS** and **FedEx** forms in the convention center office and the hotel front desk. Check with your group registration area.
3. All items should be left in your booth and Moody Gardens shipping personnel will come by to pick up the items.
4. All items to be shipped will be taken to the Moody Gardens warehouse for pick up by the shipping companies. Please note that **UPS** and **FedEx** are the only shipping companies that pick up on a daily basis (excluding weekends and holidays). If you are using another shipping company, it is the responsibility of the shipper/vendor to contact their shipping company for pick up.

PLEASE NOTE: Any items that are not labeled correctly for shipping will be refused by the transportation companies.

Drayage charges will apply based upon weight of the items.