

Receiving & Handling Information

Pendry Newport Beach | 690 Newport Center Drive, Newport Beach, CA 92660

Shipping window

Packages should not be delivered to the hotel more than three (3) business days prior to the event. For OVBC 2027, exhibitors should not schedule delivery before Tuesday, March 30, 2027.

BOX LABEL FORMAT

Vendor / Exhibitor Name: _____

Conference: OVBC 2027 - April 2-3, 2027

C/O: Pendry Newport Beach

Attn: Gretchen Muller

690 Newport Center Drive

Newport Beach, CA 92660

Box # _____ of _____

Onsite receiver mobile: _____

SHIPPING INSTRUCTIONS

- Use this label format on every package.
- Clearly identify vendor/exhibitor name and total box count.
- Pendry handling fees apply to all received materials.
- Fees may be billed to the master account and/or individual guest room upon receipt.
- Exhibitors are responsible for outbound labels, return carrier arrangements, and pickup scheduling.

PACKAGE HANDLING FEES - PENDRY NEWPORT BEACH

Category	Hotel Fee
Inbound box under 5 pounds	\$5.00 per box
Inbound box 6-20 pounds	\$10.00 per box
Inbound box 21-50 pounds	\$15.00 per box
Inbound box over 50 pounds	\$25.00 per box
Inbound pallet or crate	\$100.00 each
Outbound box	\$5.00 per box
Outbound pallet or crate	\$25.00 each

PAYMENT / CREDIT CARD

A secure payment link or credit card authorization process will be issued prior to receiving shipments for payment. Credit card on file will be billed at the conclusion of the event for applicable receiving, handling, storage, and outbound charges.

SHIPMENT INFORMATION FORM

Company Name: _____

Shipping Contact Name: _____ Phone: _____

Email: _____

Onsite Receiver Name: _____ Onsite Mobile: _____

Quantity of Boxes Shipped: _____ Carrier(s): _____

Tracking Number(s): _____

Return Shipping / Pickup Plan: _____

Notes / Special Handling: _____