

# 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](mailto:warehouse@moodygardens.org)

[Lbarber@moodygardens.org](mailto: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: \_\_\_\_\_

Out Bounds Only - \$25.00 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.**

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MOODY  
GARDENS  
HOTEL

SPA & CONVENTION CENTER  
GALVESTON ISLAND

## 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.*