



1380 WISCONSIN AVENUE
WHITEFISH, MT 59937 PHONE
(406)863-4015 FAX (406)863-4025

Vendor Packet

Company Name:

Onsite Contact:

Onsite Contact's Cell Phone Number:

Conference Participating In:

Special Setup Needs:

A/V Needed:

Electricity Needed (Y/N):

Are You Shipping Boxes (Y/N)?

How Many?:

What shipping company are you using?

Please see the following pages for shipping instructions and information.

All vendors are required to have a credit card authorization form on file.

The Lodge at Whitefish Lake is not responsible for providing any vendor with shipping materials, such as boxes, tape, and labels. Please plan on providing your own. Labels must be attached to boxes.

Please give at least 24 hour notice for any freight pick up and drop-offs.

FedEx and Ups pick up at their own discretion. The Lodge at Whitefish Lake is not responsible for packages that are shipped late.

Please return this information to the sales office two weeks prior to the conference you are participating in.



Shipping & Receiving:

Packages shipped to The Lodge at Whitefish Lake for any event may be delivered three (3) business days prior to the date of the event. A storage fee may be applied to boxes arriving more than 3 days prior to the event. The following information must be included on all packages to ensure proper delivery:

Name of Organization/Conference

Attention: Hotel Guest's Name or Catering Department Contact: Jessica Smith

Total Number of Packages (ex: 1 of 4)

Date of the Event

A Handling fee will be charged to deliver packages to your event:

First 5 Boxes weighing **20 pounds and under** are complimentary. Fees priced per Box.

\$15 for small boxes & skis (any box under 18" x 18" x 18")

\$25 for large boxes & golf clubs (any box over the above dimensions)

\$150 per palate

\$3 per box for delivery

\$2 per box to hold

All package charges will be added to the Group's Master account or to the appropriate guest room.

Prior arrangements must be made to have packages/boxes shipped back to our patrons after the function. The Lodge at Whitefish Lake is not responsible for any fee's and/or cost for shipping to or from The Lodge at Whitefish Lake.

Shipping from the Lodge:

When shipping materials *from* the lodge, shipping labels required to be marked as follows:

Lodge at Whitefish Lake

1380 Wisconsin Avenue

Whitefish, MT 59937

Telephone: 406-863-4000

Total Number of packages: (i.e., 1 of 4)

The Lodge at Whitefish Lake uses Federal Express and United Postal Service for our regular shipping needs. When using the U.S. Postal Service, all postage must be pre-paid.



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Credit Card Authorization Form

Date:

Company Name:

Cardholder Name:

Cardholder Signature:

Card Number:

Expiration Date:

Please ensure that all information is correct then fax or email to The Lodge At Whitefish Lake
Sales Department at (406) 863-4025, Jessica@lodgearwhitefishlake.com