



**CROWNE PLAZA®**

**ASTOR NEW ORLEANS**

## **SHIPPING INSTRUCTIONS TO HOTEL**

**SEND TO:** Astor Crowne Plaza  
739 Canal Street  
New Orleans, LA 70130

**Company Name:** \_\_\_\_\_

**Hold for :** ASOR Annual Meeting Exhibitor/Name of the person that will claim the box

**Arrival Date:** \_\_\_\_\_

**\*\*The hotel does not accept any C O D deliveries\*\***

All boxes can be claimed in the Business center located on M1.  
Handling charges will be applied to all boxes received or shipped by the business center.

\$5.00 per box  
\$35.00 Gray and Black or any colored cases  
\$65.00 Pallets (10 or less boxes)  
\$30.00 Anything over 150 lbs

The business center offer: Federal Express, Airborne, UPS and United Postal Services.

To verify boxes received or ask about charges call 504-962-0500 ext 8051 during normal business hours.

**HOTEL GUEST FAX NUMBER: 504-962-0501**

**Due to our limited space and the number of boxes received at the hotel, we ask you not to ship your boxes to arrive no earlier than 2-3 days in advance of your arrival date.**