



THE FIREBRAND

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 atleast 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.



THE FIREBRAND

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: Morgan Nordahl

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.



THE FIREBRAND

CREDIT CARD AUTHORIZATION REQUEST

Date: _____ Reservation No. / Group ID _____

Group / Event Name (if applicable): _____

Reservation Dates: From _____ To _____

Cardholder Name (as it appears on card): _____

Billing Address: _____

Phone Number: (_____) _____

Cardholder Signature: _____

☐ Mastercard ☐ Visa ☐ American Express ☐ Discover ☐ Diners Club

Card Number: _____

Expiration Date: _____ CVV: _____

Please indicate below if the card is authorized for payment or for guarantee.

I hereby authorize The Lodge at Whitefish Lake or The Firebrand Hotel to debit the aforementioned credit card in the amount below to be applied as security deposit.

Amount in USD: _____ and/or to cover:

☐ Room & Tax Deposit ☐ All Room & Tax Charges ☐ Incidentals Only ☐ All Charges

OR

☐ This credit card is to be used for guarantee only. Payment will be made by company check.

I declare under penalty of perjury under the laws of the United States of America that the aforementioned is true and correct.

Please ensure that all information is correct and return to:

☐ **The Lodge at Whitefish Lake**
Sales Department
E-mail: sales@averillhospitality.com

☐ **The Firebrand Hotel**
Sales Department
E-mail: grace@firebrandhotel.com

THE LODGE AT WHITEFISH LAKE | 1380 WISCONSIN AVENUE | WHITEFISH, MT 59937 | 406.863.4015
THE FIREBRAND HOTEL | 650 EAST THIRD STREET | WHITEFISH, MT 59937 | 406.863.1907

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