EXHIBITOR BOOTH SERVICES

BRINGING IN VEHICLES?

No problem! Please confirm the number and type of vehicles you will bring in with you Event Service Manager.

All vehicles must:

* Have tires wrapped in Visqueen
* Have batteries disconnected
* Have drip pan placed under them
* Follow Fire Marshall law on gas

**Booths Includes:**

* Pipe and Drape Booths in Black
* 6’ Exhibit Table in Black Linen with

2 Chairs and Wastebasket

* Daily Aisle Cleaning

**Add-Ons:**

* Exhibit Signs 8.5” x 14” cardstock - $10
* Internet Per Day (1 device @ $10 per booth)
* Basic Electricity $30 Per Day

**SHIPPING, RECEIVING & STORAGE**

Due to limited storage space, the hotel will not begin to accept direct shipments until **48 hours** prior to the start of the meeting.

Shipping and Receiving Charges are as follows:

Inbound/Outbound Packages

|  |  |
| --- | --- |
| 1-10 pounds    | $5 per package |
| 11-20 pounds    | $10 per package |
| 21-50 pounds | $15 per package |
| 51-100 pounds | $20 per package |
| 100+ pounds | $30 per package |
|  |  |
| Pallets |  |
|    Inbound  | $55 per pallet for 2 days maximum |
|    Extended Holding | $45 per pallet, per day after 2nd day |
|    Outbound | $75 labor per pallet |

ALL PACKAGES RECEIVED BY THE HOTEL MUST BE LABELED USING THE ATTACHED EXHIBITOR PACKAGE LABEL.

WHAT TO TELL YOUR EXHIBITORS

When you send out your Exhibitor Information, please include the attached Exhibitor Service Order Form and Shipping/Receiving Form. Your exhibitors will complete and return this form to confirm and pay for their shipping, receiving, power and internet needs.

Contact your Event Services Team with any other questions about your exhibits.