

LOEWS

HOTELS

Exhibitor Form

In order to accommodate your outbound shipping needs, please complete the form below in its entirety. The Loews Vanderbilt Team will come by at the conclusion of the exhibits to collect your boxes.

Please note: If this form is not completed in its entirety, boxes WILL NOT be shipped from the hotel.

Return by fax to LINC Coordinator to 615-320-0576. Call 615-320-1700, ext 5462 with questions. Thank you.

GENERAL INFORMATION

Exhibiting Company: _____	Conference Name: _____
Contact Name: _____	Booth Number: _____
Address: _____	Exhibit Location: _____
City & Zip: _____	Install Date: _____
Phone & Fax: _____	Teardown Date: _____
E-Mail: _____	

BILLING INFORMATION

Bill to Credit Card

Credit Card Type: _____	_____
Credit Card Number: _____	_____
Expiration Date: _____	_____
Credit Card Holder: _____	_____
Authorization Signature x _____	

Boxes

	<u>Incoming Qty</u>	<u>Outgoing Qty</u>
Per Box under 100lbs	\$5.00 _____	_____
Per Crate or box over 100lbs	\$75.00 _____	_____
Pallet / *Freight:	\$125.00 _____	_____

**Freight includes large oversized boxes over 100lbs
 The Hotel cannot hold outgoing freight at the loading dock. Please ensure all freight is picked up at the conclusion of the exhibits.
 Individual must provide completed Fed Ex or UPS shipping Label.
 Exhibitor Shipping label must be attached in order to honor the Group Rate.*

UPS pick-ups must be pre-arranged by the shipper directly with UPS. The Hotel cannot arrange UPS pick-ups on your behalf.

Total Charges

	<u>Qty</u>	<u>Amount</u>	<u>Total</u>
Total # of Boxes = _____		X \$5.00	\$ _____
Per Box under 100lbs		X \$75.00	\$ _____
Crate or box over 100lbs		X \$125.00	\$ _____
Pallet or freight			\$ _____