



67-967 Vista Chino, Cathedral City, CA 92234 | 760.322.7000

EXHIBITOR SHIPPING FORM

CONFERENCE NAME: _____

CONFERENCE DATES: _____

EXHIBITOR NAME: _____ BOOTH #: _____

ADDRESS: _____

PHONE: () - FAX#: () -

CONTACT NAME: _____

EMAIL: _____

EXHIBITOR LOCATION;		Canyon Foyer & Mesquite Foyer	
SET-UP:	Friday, March 1 st	TEARDOWN:	Sunday, March 3 rd
SHIPPING INFO:			
<u>Incoming Packages are to be labeled as follows:</u> (CONFERENCE NAME) Hold for (EXHIBITOR / BOOTH #) (EXHIBITOR COMPANY NAME) 67-967 Vista Chino Cathedral City, CA 92234		<u>Outgoing Packages:</u> <ul style="list-style-type: none"> o No, I will not require outgoing packages o Yes, Please ship back to me. I will prearrange pick-up time with freight ***All packages must be boxed crated, taped and ready for shipping with return labels***	
# OF EXPECTED PACKAGES:			
TOTAL WEIGHT:			
APPROX. ARRIVAL DATE:			
STORAGE FEES:			
Boxes 50lbs of less		Complimentary Storage upto 3 days prior to Conference	
Boxes 50lbs – 100lbs		\$25.00 per day storage, per box	
Crates		\$50.00 per day storage fee	
HANDLING FEES:			
Delivery to and from exhibit area		\$10.00 per box, \$100.00 per crate	
**Please email form to Rachel Leary, Conference Service Manager at: Rachel.leary@doubletreepalmsprings.com **			