



UNC CHARLOTTE MARRIOTT HOTEL & CONFERENCE CENTER

EXHIBITOR/SHIPPING FORM

Please complete this form for shipping and/or power requirements.

Please only use last four digits of credit card, due to compliance we cannot accept forms with full credit card numbers via email

****Fill out form with phone number for Accounting to verify full credit card for payment****

Sponsor/Vendor On-Site Information:

Name: _____ Company: _____

Email: _____ Cell Phone: _____

In-Bound Shipping:

- I will NOT be shipping anything to the conference
- I estimate shipping approximately _____ (#of boxes) to UNC Charlotte Marriott Hotel & Conference Center.

Please indicate dimensions (Tracking Numbers preferred):

Return Shipping:

- I have a FedEx Express Account and will bring my own form for shipping
- I have a UPS Account and will bring my own form for shipping
- I do not have a UPS or FedEx Account but have the read the instruction below and will bring my own for with payment information for shipping
- I will NOT have return shipment

Payment:

- I would like all handling/receiving charges billed to my credit card. Please fill out our attached credit card form. Packages will not be delivered to booth area unless form of payment is received.

Handling & Receiving Charges:

- | | |
|--|---------------|
| <input type="radio"/> Letters | Complimentary |
| <input type="radio"/> 1-5lbs | \$5.00/box |
| <input type="radio"/> 6-25lbs | \$12.00/box |
| <input type="radio"/> 26 -50lbs | \$20.00/box |
| <input type="radio"/> 51-99lbs | \$35.00/box |
| <input type="radio"/> 100lbs+ or Pallets | \$125 each |

All packages and boxes sent to the hotel must be marked as follows:

Address packages to:

- Group's Name
- Onsite Contact Name
- Exhibitor Name/Booth Number (if applicable)
- Attn: Michele Calabrese
- UNC Charlotte Marriott Hotel & Conference Center
- 9041 Robert D. Snyder Road
- Charlotte, NC 28262

Outgoing Package:

Package will be picked up from meeting space and brought to the shipping area at the conclusion of the event. We advise bringing ready to ship labels since we do not have a full service package room.

Due to limited on site storage, there will be a \$25/day, per item charge for package left at the property more than three (3) business days.

Pick up of packages should be scheduled Monday – Friday 7:00 AM – 4:30 PM.

Vendor Booth Additions:

Electrical Services:

Quantity	Item	Price	Subtotal
	Power Drop (Extension Cord and Power)	\$40.00	
	Hardwire Internet	\$180.00	

**Orders must be placed within 10 days of the event start date.

Thank you.



I hereby authorize UNC Charlotte Marriott Hotel & Conference Center to charge my credit card for all charges related to Exhibitor Fees including all Package Delivery & Storage Fees.

Type of Credit Card (please circle):

American Express / Visa / MasterCard / Discover

Account Number: (Last 4 digits only) _____ Expiration Date: _____

Cardholder Name: _____

E-Mail Address of Cardholder: _____

Address: _____

Telephone Number (Day): _____ (Night): _____

Conference/Event Name: _____

Arrival: _____ Departure: _____

Card Holder's Signature: _____ Date: _____

Please email: Michele Calabrese @ michele.calabrese@unccharlottemarriott.com