# Exhibitor Form

In order to accommodate your ***"In and Out Bound"*** shipping needs, please complete the form below in its entirety.
The Live! By Loews - Arlington, TX Team will come by at the conclusion of the exhibits to collect your boxes.
Boxes prepared for return shipping are to be placed on the table, or in front of the table.

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

## 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

| | |
|---|---|
| **Charge to Guest Room** | Guest Name and Room Number: |
| **Credit Card** | E- mail for payment link: |

***NOTE: It's very important that you do not supply your credit card information on this form.***

**Our Billing Center will email a Sertifi Link within 72 hours. Please check the junk email file if needed.**
**This process is not complete until payment is made via the link.**

**Boxes *(To be completed by Hotel)***

| Per Box | | Incoming Qty | Outgoing Qty | | Per Box |
|---|---|---|---|---|---|
| 1-10 lbs | $5.00 | | | $10.00 | 1-10 lbs |
| 11-20 lbs | $10.00 | | | $10.00 | 11-20 lbs |
| 21-40 lbs | $20.00 | | | $10.00 | 21-40 lbs |
| 41-60 lbs | $40.00 | | | $10.00 | 41-60 lbs |
| 61+ lbs | $75.00 | | | $10.00 | 61+ lbs |
| Pallet / *Freight: | $300.00 | | | $300.00 | Pallet / *Freight: |
| Storage Fee (Per day / per box) | $25.00 | | | $25.00 | Storage Fee (Per day / per box) |

*Boxes should not be sent more than 3 business days in advance. Should boxes be received more than 3 business days in advance, there will be storage fees of $25.00 per box / per day.*

**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 FedEx or UPS shipping Label.*
*This Exhibitor Shipping form must be attached in order to honor the above Group Rates.*

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

## Total Charges *(To Be Completed by Hotel)*

**Total # of Boxes =** _____

| Per Box | | Qty | Amount | Total |
|---|---|---|---|---|
| 1-10 lbs | | | **$5.00** | **$** - |
| 11-20 lbs | | | **$10.00** | **$** - |
| 21-40 lbs | | | **$20.00** | **$** - |
| 41-60 lbs | | | **$40.00** | **$** - |
| 61+ lbs | | | **$75.00** | **$** - |
| Pallet or freight | | | **$300.00** | **$** - |
| Storage Fees | | | **$25.00 Per Day** | **$0.00** |

**PRINTED NAME:** _____

**SIGNATURE:** _____

FROM:

ADD.

CITY:

STATE: ZIP:

DATE OF FUNCTION: Oct 9 - 11, 2023

GROUP NAME: IPMA

ATTENTION:

EXHIBIT CO:

SHIP TO: LIVE! BY Loews Arlington
1600 E Randol Mill Road
Arlington, Texas 76011

E

EVENT MANAGER: Cynthia Ramirez

ONSITE CONTACT NAME: Nikki Johson

| NUMBER OF PKGS. |
| --- |
| OF |