

DoubleTree Exhibitor Request Form

Convention Name: _____

Dates Required: _____

Exhibitor Name/Booth Number: _____

Onsite Contact Name: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

ELECTRICAL OUTLETS PER CONNECTION

One Time Charge for Duration of Exhibit Stays

110 Volts/ 115 Volts/ 120 Volts		Price
_____	Outlet total capacity 600 watts (5 amps)	\$ 15.00
_____	Outlet total capacity 1800 watts (15 amps)	\$ 30.00
_____	Outlet total capacity 3000 watts (25 amps)	\$ 35.00
220 Volts Single Phase		
_____	Outlet total capacity 1800 watts (15 amps)	\$ 35.00
_____	Outlet total capacity 3000 watts (25 amps)	\$ 45.00
220 Volts Three Phase		
_____	Outlet total capacity 3000 watts (25 amps)	\$100.00

ADDITIONAL RENTAL EQUIPEMENT AVAILABLE TO BOOTHS

Daily Charge Applicable*

_____	*Display Easel	\$ 15.00
_____	*Flipchart with Markers	\$ 35.00
_____	*Post-it Note Flipchart with Markers	\$ 50.00
_____	Extension Cord & Power Strip	\$ 15.00
_____	*6' x 6' Screen	\$ 65.00
_____	*42" LCD Color Monitor	\$200.00
_____	Additional Skirted Tables (6' x 30")	\$ 25.00
_____	*Wireless Internet	\$ 25.00

SHIPPING AND RECEIVING

The DoubleTree will hold packages for up to five days prior to start of your event. Boxes left on premises for longer than three weeks after departure without shipping instructions and payment of method will be discarded.

To ensure proper delivery of packages for your event, each package/label must include the following information: name of guest responsible for receiving/billing of package, name and date of event, name of hotel sales manager, number of boxes, i.e. 1 of 5.

SHIPPING FEES

The DoubleTree will charge an incoming mail charge for any packages/boxes shipped to the hotel per the schedule below. Exhibitor will be charged day of pickup. Credit card must be provided prior to arrival.

- Packages/Boxes - \$5 each up to 50lbs, \$10 each for 50-100lbs, \$20 each for over 100lbs.
- Pallets/Crates/Display Cases - \$75 each.

Should the hotel expect any shipments?

YES _____ NO _____

Prices do not include the 23% service charge or current Kansas state tax. Please email or fax form back to Senior Event Manager, Mallory Wetta at mallory.wetta@hilton.com. Once you have submitted this form, please contact Mallory Wetta via phone at 913-323-1922 to submit credit card payment. Checks may be mailed 14 days prior to event date at 10100 College Boulevard Overland Park, KS 66210-1462 Attn: Mallory Wetta, Senior Event Manager.