



2019 EXHIBITOR AND SHIPMENT ORDER FORM

COMPANY NAME:	SHOW NAME: UTC Region 3 Spring Meeting & EXPO			
BILLING NAME:	EXHIBIT DATES: Wednesday, March 6, 2019			
BILLING ADDRESS:	BOOTH NUMBER:			
CONTACT NAME:	CITY, STATE & ZIP:			
EMAIL ADDRESS:	TELEPHONE #:			
CC # :	FAX #:			
SET UP DATE:	EXPIRATION DATE:			
BREAKDOWN DATE:	SET UP TIME:			
BREAKDOWN DATE:	BREAKDOWN TIME:			
HIGH SPEED INTERNET ACCESS	DAILY RATE	QTY	DAYS	TOTAL
WIRELESS INTERNET ACCESS	COMPLIMENTARY FOR UTC REGION 3 EXHIBITOR			
WIRED HIGH SPEED INTERNET ACCESS	\$150 PER DAY			
ELECTRICAL	DAILY RATE	QTY	DAYS	TOTAL
POWER STRIP AND EXTENTION CORD (SINGLE)	\$35 PER DAY (PLUS HOTEL FEES AND TAXES)			

Prices are for Exhibit Floor Only.

Prices Listed do not included daily Tech Administration Fees of 22% and prevailing SC State Taxes

All Rental Prices are subject to 15% Markup if ordered day of.

Electrical service requests must be received by the Catering Department at least (14) days prior to your conference.

Order form must be completed in its entirety and accompanied by a check or credit card number to become final.

Note: We cannot guarantee service on late requests.

Special Notice: (Limited Supplies – First Come, First Serve)

- Any other Power or Audio Visual Rentals other than those specified on this sheet, must be discussed with your Catering Manager
- The Hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The Hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted

Return to: **Marriott Columbia**
Catering Department
1200 Hampton Street
Columbia, SC 29202
Fax (803) 254-2911 – Katherine.Price@marriottcolumbia.com
Attention: Katherine Price-McCartney

All shipments should be addressed as follows:

Marriott Columbia
1200 Hampton Street
Columbia, SC 29202
Attention: Catering Department
Hold For: Receiver’s Name/Group Name

(Shipments are received 3 Business Days prior to the Start of the Conference/Meeting and Shipments can be held 3 Business Day after the Conference/Meeting)

All Return Shipments must be pre-arranged by Exhibitor (Hotel Does not arrange for Pick-Up)

Estimated Shipping and Receiving Charges for storage (3) Days Prior and Post of the Convention / Meeting, fees do not include tax and administrative fees:

Packages:		
1-25#	\$5.00	per package
26-50#	\$10.00	per package
51# and over	\$15.00	per package
Display Cases	\$25.00	per case
Pallet(s)	\$75.00	per pallet