DoubleTree Exhibitor Request Form

Convention Name: _____

Dates Required: _____

Exhibitor Name/Booth Number: _____

Onsite Contact Name: _____

Guest Room Confirmation Number (if staying at hotel): _____

Email Address: _____

Phone Number: _____ **Fax Number:** _____

ADDITIONAL RENTAL EQUIPEMENT AVAILABLE TO BOOTHS

Daily Charge Applicable*

_____	*Display Easel	$ 15.00
_____	*Flipchart with Markers	$ 75.00
_____	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 method of payment will be discarded. Package pickup must be scheduled by the Group and is not the responsibility of the Hotel. In the event this does not happen, a $25/day storage fee per item will apply.

To ensure proper delivery of packages for your event, each package/label **must be addressed as follows**:

DoubleTree Hotel Overland Park
10100 College Blvd
Overland Park, KS 66210
HOLD FOR: (event name & dates of program)
Exhibitor/Contact Name
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. Credit card must be provided prior to arrival.

- Packages/Envelopes - $5 each up to 20lbs
- $20 each over 20lbs.
- Crates - $50 each.
- Pallets - $80 each.

Should the hotel expect any shipments?

YES_____ *if yes, how many items_____ NO_____

PAYMENT INFORMATION

Prices do not include the 24% service charge or current Kansas state tax. Please email form back to Event Services Manager, Lauren Estrada at Lauren.Estrada@Hilton.com or fax it at 913-451-6463.
Once you have submitted this form, please contact Lauren Estrada via phone at 913-323-1906 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: Lauren Estrada, Event Services Manager.