

C H I C A G O

The Drake

H O T E L

EXHIBITOR INFORMATION COVER SHEET

In order to facilitate efficient service delivery please complete
and return **Page (2)** of this form via email
to the attention of Shalinee Abraham at Shalinee.Abraham@Hilton.com The
Drake Hotel, at least **14 days** prior to the event.



EXHIBITOR ORDER FORM

In the designated areas below please indicate all necessary receiving, electrical, telecommunication, or equipment needs **and** fill out the required billing information at the bottom of this page.

<u>Receiving Charges:</u>	<u>Estimated Number</u>	<u>Total Price</u>
1. Standard Box / Package (under 50 lbs)	\$4.00 each	_____
2. Case (or box over 50 lbs)	\$1.00 per lb	_____
3. Pallet	\$1.00 per lb	_____
4. Crate	\$1.00 per lb	_____

****Please note, the above charges apply to any packages shipped to OR dropped off at The Drake Hotel loading dock. Guests are NOT permitted to unload through the hotel main entrance. Packages will NOT be accepted at our Bell or Concierge Desk.****

<u>Audio Visual/Internet/Electrical Charges per day:**</u>	<u>Number Required</u>	<u>Total Price</u>
1. Speaker Phone Rental Charge	\$300.00 per day	_____
2. Phone Rental Charge	\$50.00 per day	_____
3. 27" LCD Table Top Monitor	\$300 per day	_____
4. 75" LED Monitor on Stand	\$950 per day	_____
5. Internet Usage Charge (Wired Line)	\$300 per line	_____
6. Internet Usage Charge (Wireless)	\$30 per device	_____
7. Extension Cord + Power Strip	\$60 per day	_____
8. 20 Amp Circuit	\$250 per circuit	_____
9. 20 Amp 3-Phase	\$450 flat rate	_____

****For any technology related questions, please contact Five-Star Audio Visual at (630) 723-9797 or abadertscher@five-starav.com
***Placement near an outlet cannot be guaranteed. Extension cords do not require the additional outlet charge.**

<u>Miscellaneous Charges per Day:</u>	<u>Number Required</u>	<u>Total Price</u>
1. Spotlight (Walton & French Only)	\$25.00 flat fee	_____
2. Banner Usage Charge	\$60.00 flat fee	_____
3. Utensils, Dishes, Burner etc.	\$25.00 flat fee	_____

All charges are per day and are subject to prevailing rental/sales tax and service charges

BILLING INFORMATION

Name of Company: _____

Name of Conference: _____ Date of Conference: _____

Onsite Contact Name & Phone Number: _____

Method of Payment: VISA _____ MasterCard _____ AX _____ Other _____ Room # _____

Card Number: _____ Exp Date: _____

Cardholder billing address: _____

Signature: _____ Email: _____

Invoice of charges will be sent to the above email address

GENERAL INFORMATION

1. Due to space restrictions, The Drake Hotel can only accept and store boxes from up to (2) two days prior to any event when shipping materials to the hotel. All items must be clearly marked.
2. Please include **ALL** of the following information on each package to ensure proper delivery:

Attention: _____	(EVENT NAME)
Date: _____	(EVENT DATE)
The Drake Hotel	
NAME OF EVENT	
CC: EXHIBITOR ON-SITE CONTACT/EXHIBITOR COMPANY NAME	
140 East Walton Place	
Chicago, IL 60611	
Case / Package Count:	
Package _____	of _____

3. Exhibitors are responsible for arranging their own shipping and handling. ****Please provide your own shipping labels for all outgoing packages after event.****
4. Our loading dock entrance is 11 feet high for truck access.
5. Our freight elevator capacity is:
Door opening: 45" wide, 81" high & Inside car: 60" wide, 90" long, 92" high, 3000lbs
Our small freight elevator to East Mezzanine is:
Door opening: 35" wide, 77.5" high & Inside car: 54" wide, 49" long, 90" high, 2000lbs

DIRECTIONS FOR RETURN SHIPPING

1. Properly pack, seal and label all of your outgoing packages.
2. **If you are sending FEDEX or UPS**, there is an automatic pick up once a day per weekday (not including Saturday/Sunday). All packages with proper shipping labels will be picked up. ****For same day P/U, packages must be ready by 2:00pm, if not packages will go out next day****
3. If you would like to print out shipping labels the closest Print & Ship will be at FedEx located on 909 Michigan Ave.
4. Once this is complete, please leave your packages right at your booth, our housemen will transport to outgoing package room.