

# ARLINGTON



# THE UPS STORE

store7941@theupsstore.com

## Exhibitor Form

In order to accommodate your **"In and Out Bound"** shipping needs, please complete the form below in its entirety. LOEWS ARLINGTON 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

<b>Credit Card</b>	E- mail for payment link: _____
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**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

Per Box	Boxes		Per Box
	Incoming Qty	Outgoing Qty	
1-10 lbs	\$7.00	_____	1-10 lbs
11-20 lbs	\$15.00	_____	11-20 lbs
21-40 lbs	\$25.00	_____	21-40 lbs
41-60 lbs	\$50.00	_____	41-60 lbs
61-100 lbs	\$75.00	_____	61-100 lbs
101+ lbs	\$120.00	_____	101+ lbs
Pallet / Crate	\$250.00	_____	Pallet / Crate

We will hold items up to 4 days before storage fees apply to inbound and outbound packages. Package Storage Fees: Days 5-7 = \$15.00 per day per item. 8+ days = \$25.00 per day per item. Oversize item upcharge = \$25.00 per day per item.

Individual must provide complete prepaid shipping label for UPS or purchase shipping directly through The UPS Store.

FedEx or DHL: Individual must provide completed EXPRESS shipping label. (No Ground pickups for these carriers.)

**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

Total # of Boxes = _____	Per Box	Qty	Amount	Total
	1-10 lbs		_____	\$7.00
11-20 lbs		_____	\$15.00	\$ -
21-40 lbs		_____	\$25.00	\$ -
41-60 lbs		_____	\$50.00	\$ -
61-100 lbs		_____	\$75.00	\$ -
101+ lbs		_____	\$120.00	\$ -
Pallet / Crate		_____	\$250.00	\$ -
				\$0.00

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_