

Exhibitor Receiving & Storage Services

COMPANY INFORMATION	EXHIBIT ROOM INFORMATION
Exhibitor Company Name:	Program: _____
On-Site Exhibitor Name:	Function Room: _____ Booth #: _____
Billing Address:	Set Up Date: _____ Set Up Time: _____
City, State, Zip:	End Date: _____ End Time: _____
Telephone Number:	<p>Need to Know</p> <ul style="list-style-type: none"> Vendors are not allowed to pick up packages on their own. All Packages are allowed free storage 48 Hrs. upon arrival and departure. Use the Exhibitor Package Label on all packages being sent to the Hotel. Full payment is due 10 business days prior to group event. Purchase orders are not accepted. Must Schedule pick up or will be subject to Hotel fees. Exhibitor Responsible for scheduling Shipping directly with outside vendor or may use Hotel Shipping Services. Any Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees.
Email Address:	

Package Storage Fees

Type	Cost	QTY	Days	Total
1-10 pounds	\$5 per package			
11-20 pounds	\$8 per package			
21-50 pounds	\$12 per package			
51-100 pounds	\$15 per package			
100+ pounds	\$20 per package			
Pallets				
Inbound Storage	\$55 per pallet *First Day			
Outbound Storage	\$45 per pallet *First Day			
Extended Storage	\$75 per pallet *Second day onward			
Drayage Fees				
Under 10 lbs.	\$5 per package		N/A	
Between 10-60 lbs.	\$15 per package		N/A	
Over 60 lbs.	\$35 per package		N/A	

I have indicated above all Receiving & Storage Services I will need:

I will not need Receiving & Storage Services:

Subtotal	
25% Service Charge	
8.25% Sales Tax	
Subtotal + 25% + 8.25% = Grand Total	
GRAND TOTAL	

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.

By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.

For questions regarding pricing & services please contact Hotel's Audio Visual Department:

Phone: 512-805-5350

Email: SanMarcosExhibitor@atriumhospitality.com