



Sheraton Philadelphia Downtown

Exhibitor Information Sheet

Before Arrival:

- Please complete attached Incoming/Outgoing Shipment form
- Email to Annalisa.mcduffie@aimhosp.com
- If paying by card, a credit card authorization form will be sent upon receipt
- Option to charge to guestroom is available, name on sheet and reservation must match

How to label box:

- Please tape Incoming Package Label Sheet to boxes, clearly labeled

Electricity/AV Items/WIFI:

- See Attached Order Form
- **All exhibitors have a standard power hookup, provided by NEAA**
- Please complete and send to Encore contact
 - Please be advised the hotel will charge a 22% service fee on all AV orders

Once Onsite:

- Packages will be delivered to booth on the day of setup
- Please save boxes if they are being used to ship items outgoing

Outgoing Packages:

- Please arrange for your packages to be picked up via carrier of your choice
- Close and clearly label boxes with shipping labels and leave at booth, unless otherwise noted
- Shipping department will collect all outgoing boxes
- Please keep tracking numbers as we are not able to manage them once in transit



SHERATON PHILADELPHIA DOWNTOWN
201 N 17TH
PHILADELPHIA PA, 19103
(215) 448-2000
INCOMING/OUTGOING SHIPMENTS/PACKAGES

DATE: _____ TIME: AS OF _____

GUEST NAME: _____ ROOM #: _____

PACKAGE #'s _____

GROUP NAME: _____ SHOW DATE: _____

BOOTH # OR NAME SPECIFIED _____

DELIVERED TO _____ BY _____

METHOD OF PAYMENT:

____ BILL TO GUEST ROOM (ID REQUIRED)

____ BILL TO CREDIT CARD

**A secure credit card authorization link will be sent be email*

Email Address: _____

<u>SIZE OF BOX</u>	<u>COST DELIVERY</u>	<u>PICKUP</u>	<u>STORAGE</u>	<u>X</u>	<u>#'S BOX</u>	<u>=</u>	<u>TOTAL</u>
ENVELOPE:	\$3.00	\$2.00	\$2.00	X	_____	=	_____
BOXES 1-25LBS	\$7.00	\$5.00	\$5.00	X	_____	=	_____
BOXES 26-50LBS	\$15.00	\$10.00	\$10.00	X	_____	=	_____
BOXES 51-75LBS	\$25.00	\$15.00	\$15.00	X	_____	=	_____
BOXES 75-100LBS	\$35.00	\$20.00	\$15.00	X	_____	=	_____
BOXES 100 +LBS	\$50.00	\$25.00	\$15.00	X	_____	=	_____
GOLFCLUBS/DISPLAYCASES	\$35.00	\$20.00	\$20.00	X	_____	=	_____
PALLETS 1/2 UNDER 36"	\$100.00	\$75.00	\$75.00	X	_____	=	_____
PALLETS FULL	\$150.00	\$100.00	\$100.00	X	_____	=	_____
CRATES UNDER 150LBS	\$100.00	\$75.00	\$75.00	X	_____	=	_____
CRATES OVER 150LBS	\$150.00	\$100.00	\$100.00	X	_____	=	_____

ALL ABOVE CHARGES DO NOT INCLUDE THE COST OF SHIPPING FEE'S FOR FEDEX UPS DHL ETC...

NUMBER OF BOXES: _____ NUMBER OF SKIDS: _____

HANDLING TOTAL: \$ _____

SIGNATURE OF CLIENT: _____ TIME & DATE _____

NOTE: WHILE SHERATON HOTEL WILL MAKE EVERY EFFORT TO SEE THAT YOUR PACKAGE IS DELIVERED ON TIME, WE CANNOT BE RESPONSIBLE FOR DAMAGED OR LOST SHIPMENTS.



SHERATON PHILADELPHIA DOWNTOWN

201 N. 17th Street

Philadelphia, PA 19103

(215) 448-2000

INCOMING PACKAGES LABEL

TODAY'S DATE: _____

GUEST NAME: _____

CONFERENCE NAME: _____

CARE OF: Annalisa McDuffie

COMPANY/EXHIBITOR NAME: _____

SHOW DATES: _____

DELIVER TO (BALLROOM NAME):

NUMBER OF BOXES:
(Ex. 1 of 2) _____

****NOTE: WHILE SHERATON HOTEL WILL MAKE EVERY EFFORT TO SEE THAT YOUR PACKAGE IS DELIVERED ON TIME, WE CANNOT BE RESPONSIBLE FOR DAMAGED OR LOST SHIPMENTS***



EXHIBITOR SERVICES

NAME: Danny Gonzalez
 EMAIL: Danny.Gonzalez@Encoreglobal.com

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANYNAME		ON-SITE CONTACTNAME & NUMBER		ROOM/BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERYDATE	DELIVERYTIME	PICKUP DATE	PICKUP TIME	
ORDER BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$480	\$528.00
TRIPOD SCREEN		\$95	\$104.50
25' HDMI CABLE		\$32	\$35.20

MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
32" MONITOR TABLE TOP		\$265	\$291.50
55" MONITOR		\$725	\$797.50
70" MONITOR		\$1140	\$1254.00
FLOOR STAND		\$80	\$88.00

INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI CONNECTION		\$160	\$260.00
HARD LINE CONNECTION		\$580	\$775.00

MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$250	\$275.00
FLIPCHART PACKAGE		\$76	\$83.60

If You Are Experiencing Technical Difficulties On Site Please Contact Encore At 267-278-3087



SHERATON