



UNC CHARLOTTE MARRIOTT HOTEL & CONFERENCE CENTER

EXHIBITOR/SHIPPING FORM

Please complete this form for shipping and/or power requirements.

Only use the last four digits of credit card, due to compliance we cannot accept forms with full credit card numbers via email.

****Fill out form with phone number for Accounting to verify full credit card for payment****

Sponsor/Vendor On-Site Information:

Name: _____

Company: _____

Email: _____

Cell Phone: _____

In-Bound Shipping:

- I will NOT be shipping anything to the conference.
- I estimate shipping approximately _____ (#of boxes) to UNC Charlotte Marriott Hotel & Conference Center.

Please indicate dimensions (Tracking Numbers preferred):

Return Shipping:

- I have a FedEx Express Account and will bring my own form for shipping.
- I have a UPS Account and will bring my own form for shipping.
- I do not have a UPS or FedEx Account but have read the instructions below and will bring my own for with payment information for shipping.
- I will NOT have return shipment.

Payment:

- I would like all handling/receiving charges billed to my credit card. A credit card authorization form will be sent via email from Sertifi. Packages will not be delivered to the booth area unless a form of payment is received.

Handling & Receiving Charges:

- Letters Complimentary
- 1-5lbs \$5.00/box
- 6-25lbs \$12.00/box
- 26 -50lbs \$20.00/box
- 51-99lbs \$35.00/box
- 100lbs+ or Pallets \$125 each



All packages and boxes sent to the hotel must be marked as follows:

Address packages to:

- Group's Name
- Exhibitor Name/Booth Number (if applicable)
- Attn: Rachel Tyson-Bryant
- UNC Charlotte Marriott Hotel & Conference Center
- 9041 Robert D. Snyder Road
- Charlotte, NC 28262

Outgoing Package:

Packages will be picked up from the meeting space and brought to the shipping area at the conclusion of the event. We advise bringing ready-to-ship labels since we do not have a full-service package room.

Due to limited on site storage, there will be a \$25/day, per item charge for package left at the property more than three (3) business days.

Pick up of packages should be scheduled Monday – Friday 7:00 AM – 4:30 PM.

Vendor Booth Additions:

Electrical Services:

Quantity	Item	Price	Subtotal
	Power Drop (Extension Cord and Power)	\$40.00	
	Hardwire Internet	\$180.00	

**Orders must be placed within 10 days of the event start date.



I hereby authorize UNC Charlotte Marriott Hotel & Conference Center to charge my credit card for all charges related to Exhibitor Fees including all Package Delivery & Storage Fees.

Type of Credit Card (please circle):

American Express / Visa / MasterCard / Discover

Last 4 Digits of Card: _____ Expiration Date: _____

Cardholder Name: _____

E-Mail Address of Cardholder: _____

Address: _____

Telephone Number (Day): _____ (Night): _____

Conference/Event Name: _____

Arrival: _____ Departure: _____

Card Holder's Signature: _____ Date: _____

Please email completed form to: Rachel.colichio@unccharlottemarriott.com