

EXHIBITING COMPANY INFORMATION

Company: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

EXHIBIT BOOTH REQUESTS

Indicate below if your display requires any additional equipment:

Start Date: _____ End Date: _____ Event: Pop Health Forum Sponsoring Company: _____

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Extension cord with Power Strip | <u>\$30 each, per day</u> |
| <input type="checkbox"/> DID Phone line w/ phone | <u>\$200 each, per day</u> |
| <input type="checkbox"/> Wireless Connectivity @ 10mbps | <u>\$25 per connection, per day</u> |
| <input type="checkbox"/> 42" LCD Monitor w/ table stand | <u>\$450 each, per day</u> |
| <input type="checkbox"/> 50" Monitor floor supported stand | <u>\$600 each, per day</u> |
| <input type="checkbox"/> Easel | <u>\$10 each, per day</u> |
| <input type="checkbox"/> Other requirements: | |

(LCD Projectors, Screens, Various Flat Panel Monitors – call for pricing 312-795-3336)

*Additional fees may be assessed for these services. (25% Service Charge) (9% Tax / 10.25% Service Charge Tax)
 Please provide credit card information for any additional AV charges (electrical, phone lines, etc).
 Additional AV will not be provided without payment information.

HOTEL SHIPPING INFORMATION

1. All Shipments and Deliveries must be addressed in the following format:
 Your Name/Company Name, Group Name
 C/O Brandy Babcock, Senior Event Manager
 Renaissance Chicago Hotel
 One West Wacker Drive
 Chicago, IL 60601
2. Please send shipments and deliveries so that they arrive no more than (5) days prior to the start of your meeting or event. All items arriving earlier will be subject to a storage fee of \$25.00 per (100) pounds of weight per day prior to the (5) day limit.
3. Please email a list to your Event Manager with all of your shipment's tracking numbers and the name of the individual to whom the package is addressed, so that any missing parcels can be located.
4. \$75.00 per man hour or any portion of an hour will apply if hotel shipping & receiving personnel are involved in the loading or unloading, either manually or by forklift/pallet jack, of any size truck or other conveyance.

5. All outgoing shipments must be properly labeled with a return address, a delivery address and a contact phone number for the sender. Parcels will not be accepted with Renaissance Chicago Hotel noted as the sender. An Account Number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company.
6. The Renaissance Chicago Hotel does charge for any item(s) received at the hotel or shipped out from the hotel.

Charge	Item
\$7.00 each	per item under 20 pounds
\$25.00 each	per item 21-50 pounds
\$50 each	per item 51-75 pounds
\$75 each	per item 76-150 pounds
\$150 each	per item over 150 pounds
\$250 each	per skid/pallet (pallets must be self-contained and properly sealed)

Method of Payment – Please Select 1

- Option 1 – place all charges on individual guestroom with confirmation number _____
- Option 2 – place all charges on credit card provided (if selecting this method, please complete the below information)

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Credit Card Account Number: _____ Exp. date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

I certify that all information is complete and accurate. I hereby authorize the Chicago Renaissance Hotel to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above, or by placing the charges on my guestroom (whichever method was selected). I certify that I am the authorized signer of the credit card listed above.

Cardholder name:
(Printed) _____

Cardholder signature: _____ Date: _____

****Please fax the completed form to Brandy Babcock 312-795-3474****