



Sheraton Grand

AT WILD HORSE PASS

Exhibitor Request Form

(Form must be completely filled out in order to process payment)

Date Request Submitted:	Contact Name:
Name of Function/Group:	Contact Phone #:
Booth Name / #:	Contact Email Address:

Shipping

Total Expected Boxes/Pallets:	
Expected Arrival Date:	
Shipping Method:	

Setup Date / Time ____ / ____ / ____ - ____ AM / PM	Completion Date/ Time ____ / ____ / ____ - ____ AM / PM
---	---

Charges	Pounds	Handling fees for in-bound packages
	0 to 5 pounds	\$ 5.00 each
	6 to 20 pounds	\$ 10.00 each
	21 to 50 pounds	\$ 15.00 each
	Over 50	\$ 25.00 each
	Crates	\$ 75.00 each
	Pallets	\$ 75.00 each

Guidelines	<ul style="list-style-type: none"> ❖ After your conference, any materials to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment. A \$5.00 charge will be applied to any outbound package that is not completely packed and labeled for shipping ❖ The resort is not responsible for packing or for supplying any packing materials. Any items left behind without shipping instructions will be discarded within 3 business days. ❖ A storage fee of \$25.00 will be charged per item for all packages received more than 3 business days prior to the conference or left longer than 3 days after departure. ❖ Any Shipments received without payment authorization will not be delivered to the Exhibit hall until payment is received.
-------------------	---

Labeling Information	<p style="text-align: center;">Name of Group: Sheraton Grand at Wild Horse Pass 5594 W. Wild Horse Pass Blvd. Phoenix, AZ 85226 Hold For: (Your Company Name) Attention: (Person on site who will be looking for the package)</p>
-----------------------------	---

<p>Please Fax or Email Completed Order to: Rebecca Uribe Fax: (520) 796-8333 Phone: (520) 796-8230 Email: Rebecca.uribe@sheraton.com</p>

<p>Upon receipt of this form, a credit card authorization will be emailed via a secured site. Once the credit card form is completed and returned, your order will be confirmed.</p> <p>Email address: _____ (please print clearly)</p> <p>For your protection, credit card information should never be sent via e-mail unless through a secured site. Please do not include credit card information on this form.</p>
