

EXHIBITOR FORM

SHIPPING INSTRUCTIONS:

Please ship all boxes to the address below, in sample format

Pendry San Diego
 Attn: Jen Mendes / Preferred Hotels Group (*insert your Company Name Here*)
 550 J St
 San Diego, CA 92101
 Box # of #

BOX HANDLING FEES (in and out):

Standard Boxes \$5.00 per box

Pallets \$150.00 per pallet

Hotel will charge the above handling fees to the credit card provided for payment

A credit card must be submitted for payment in order to receive boxes onsite

SHIPPING NOTES:

Boxes can be received no more than 3 business days in advance of event

Shipping & Receiving is open M-F between the hours of 7:30am - 5pm

Hotel does not have a loading dock.

If sending a pallet, please make sure it arrives on a truck with a lift gate

Delivery Door is located on 6th Ave between Island and J St. Please ring bell for assistance

ONSITE INSTRUCTIONS:

Please contact a hotel representative once onsite to locate your packages

To ship out packages, please have them boxed and labeled with billing account number

AUDIO VISUAL NEEDS:

No.	Item	Price	
_____	WIFI	\$ 50.00	

No.	Item	Price	
_____	Powerstrip / Ext. Cord	\$ 50.00	

Other Needs: *(please list and we will contact you with pricing)*

****All items ordered have a 24% service charge and 7.75% sales tax added to the price**

****Cancellation Policy is 24 hours prior to setup**

CONTACT INFORMATION:

NAME: _____

ONSITE CONTACT (if diff then above): _____

COMPANY: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ELECT TO POST ALL CHARGES TO GUEST ROOM YES _____ (initial)

****Once we receive this form, we will send a credit card authorization link to the email address above.**

We will use the submitted card for all charges per this order.

****Please consider this confirmed once an email confirmation has been sent to you by a hotel representative**

RETURN ALL FORMS TO: jmendes@pendryhotels.com