

# Exhibitor Material Handling Information Form:

Please fill out the following information:

Exhibitor:		Booth Name/Booth Number:	
Exhibitor On Site Contact:		Event On Site Contact:	
Exhibitor On Site Contact Phone #:		Event On Site Contact Phone #:	
No. of items: (please list out – indicate pallet/crate/box)		Carrier: <input type="checkbox"/> UPS <input type="checkbox"/> FedEx Express   FedEx Ground <input type="checkbox"/> USPS <input type="checkbox"/> Other:	
<b>Tracking #s: (please list all tracking #s; and include shipping paperwork when submitting to Event Contact)</b> Scheduled Delivery			

(please see page 2 for payment authorization form)

**Payment Method: Please provide credit card number for payment of fees:**

**You have the option to pay via credit card; or to have all fees charged to your room.**

<b>Charge to Room:</b> <b>Guest Name:</b>	<b>Arrival Date:</b>		
<b>Credit Card</b> <b>CC No.:</b>	<b>CVV:</b>	<b>Exp. Date:</b>	<b>Billing Zip Code:</b>
<b>Cardholder Name:</b>	<b>Signature:</b>		
<b>FedEx Account Number:</b>			