



CHARLOTTE

## EXHIBITOR FORM

Exhibitor Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ On-site Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Table top Exhibit Description

**(1) 6'x30" table, skirted, with (2) chairs will be provided by hotel.**

### Incoming Shipping Information

Number of items being shipped: \_\_\_\_\_ Arrival date: \_\_\_\_\_ Carrier: \_\_\_\_\_ Pallet? If Yes, how many? \_\_\_\_\_

### Outgoing Shipping Information

**All outgoing packages must be scheduled for pick up and properly sealed with labels attached prior to guest departure.**

Number of items being shipped: \_\_\_\_\_ Scheduled Pick-Up Date: \_\_\_\_\_ Carrier: \_\_\_\_\_ Pallet? If Yes, how many? \_\_\_\_\_

### Audio Visual

For all power, wi-fi, easels, or other audio visual needs, please reach out directly Taylor Foster, the onsite representative for Pinnacle Live at [taylor.foster@pinnaclelive.com](mailto:taylor.foster@pinnaclelive.com). Additional fees apply for these services and are the sole responsibility of each exhibitor.

### Method of Payment

A credit card **must** be on file in order to release packages and/or set up any ordered AV. A Credit card will be collected via our secure online payment system, Shiji once a completed form is returned to hotel. All links expire within 24 hours of initial send out, therefore prompt attention to completing the form is necessary to ensure a smooth delivery process when onsite.

**Email Address of individual responsible for completing payment:** \_\_\_\_\_

#### SHIPPING DIRECTIONS

Please send all boxes to the address below:

Omni Charlotte Hotel

132 E. Trade Street

Charlotte, NC 28202

ATTN: **GROUP NAME**, HOTEL CONTACT,

**[Exhibitor Company Name]**

Box# \_\_ of \_\_

NOTE: Hotel is **NOT** responsible for loading/unloading pallets or trucks and will **REFUSE SHIPMENT** if not properly arranged.

**Loading Dock:** Height restriction of 12' 5" to enter our underground loading area and dock \*\*need to bring dock plate\*\*

Height of Service Elevator Doors: 7ft

Hallway Height: +8ft

Loading dock depth: 11' of usable dock space for unloading only

**Elevator Dimensions:** 2-elevators-(door 41" wide-inside

#### SHIPPING CHARGES

**Standard Boxes/Packages Fees:** Packages may be delivered to the Hotel within 48-hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping.

**0-10lb Boxes = \$5 / box (incoming/outgoing)**

**10lb+ Boxes = \$10 / box (incoming/outgoing)**

**Pallets/Crates = \$150 (incoming/outgoing)**

**Pallet/Crate Fees:** Each pallet or crate delivered to the Hotel is subject to a **\$150.00** incoming AND **\$150.00** outgoing charge. Hotel is not responsible for pallet breakdown, however in the event this occurs, a **\$250 per pallet** fee will be assessed.

**Storage Fees:** A storage fee per box per day will apply for any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. The Omni Charlotte Hotel is not in any way liable for the contents of these packages.

**\$10 per box, per day**

**\$35 per pallet, per day**

Email completed form to [melissa.lawrence@omnihotels.com](mailto:melissa.lawrence@omnihotels.com)

Subject Line: [Name of Program] [Name of Exhibitor Company] Completed Exhibitor Form