

HILTON COLUMBUS AT EASTON
Exhibitor Shipping and Receiving Procedures
Ohio Chapter American Academy of Orthotists & Prosthetists
April 15 & 16, 2016

To ensure efficiency and accuracy of client materials being received, the following guidelines must be followed.

All packages are to be addressed as stated below. All packages addressed directly to the client will be delivered to the guest package holding area. Packages are then delivered to the guests room or meeting room upon their arrival. The Following information should be on each container when shipping

SHIPPING LABEL

Ohio Orthotists & Prosthetists C/O Hilton Columbus 3900 Chagrin Drive Columbus, Ohio 43219
Please Hold for: (PUT Name of Company, Exhibitor on site contact, Date of Arrival & Daytime Phone number)

TABLE INFORMATION
Firm Name: _____
Phone # _____
On site Contact: _____
Number of Boxes shipped: _____

RECEIVING

Due to the limited Storage space in our Hotel we **WILL NOT** accept exhibit materials prior to **Tuesday, April 12, 2015** Exhibit materials, shipped as stated above will be delivered to your exhibit area on **Friday, April 15, 2016.**

A fee of \$5.00 per box or \$75 per pallet will be charged to your Credit Card listed below for receiving, delivering, storage, labor and shipping of you exhibit materials.

Please provide Credit Card Information below and fax to 614-416-8444 by **(WEDNESDAY, MARCH 16, 2016)**

TYPE OF CARD: _____ **CREDIT CARD #** _____ **EXP DATE:** _____

CARD HOLDERS NAME (PRINT) _____

CARD HOLDERS SIGNATURE: _____

SHIPPING

The ensure proper and timely delivery of materials back to the original destination, we request that boxes be shipped from the Hotel within 24 hours of the clients event.

Federal Express, and UPS shipments made directly from the hotel. Clients must have Federal Express Bill of lading and Account Numbers. For UPS returns, the client must issue call tags.

INSURANCE

The Hilton Columbus does not maintain insurance covering Patron's Property, and it is the sole responsibility of the Patron to obtain business interruption and property damage insurance covering such losses. During shipping, liability is limited to the limit of the carrier unless additional insurance is contracted directly with the carrier.

COD Shipments

No COD Shipments will be accepted or shipped by or from the Hilton Columbus.

The Hilton Columbus at Easton EXHIBIT SERVICE ORDER FORM

Conference Name:	Ohio Chapter American Academy of Orthotists & Prosthetists 2016	Meeting Room:	Easton BCDE
Exhibit Date(s):	April 15 & 16, 2016	Set Up Date:	Friday, April 15, 2016
Set Up Time:	3:00pm	Tear Down Date:	Saturday April 16, 2016
Tear Down Time:	4:00pm	Telephone:	
Firm Name:		Booth #:	
On Site Contact:			

**ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE**

QTY	DESCRIPTION	PRICE EACH	TOTAL
	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	
	208V / 1-30 AMP Circuit (must specify NEMA.receptacle type needed)	\$165.00	
	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed)	\$175.00	
	208V / 1-50 AMP (must specify NEMA receptacle type needed)	\$185.00	
	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters)	\$350.00	
	Power Strip	\$15.00	
	Extension Cord	\$10.00	
	Telephone Line plus cost of calls	\$75.00	
	High Speed Internet Access –per day	\$300.00	
	Banner Hanging – Each Banner	\$35.00	
	Sub Total		
	7.50% State Sales Tax		
	Total		

***ALL ORDER FORMS MUST BE RECEIVED
BY THE HILTON COLUMBUS BY 4:00PM Monday
March 16, 2016***

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E, SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.

PAYMENT

CC# _____ **EXP DATE:** _____

Name of Card Holder: _____

Signature: _____

If you have any questions or need help with any items on this form, please call 614/ 416-8403 (fax 614/ 416-8444).

Please send this form & a check or cc# to: *Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444.*

No receipt will be sent, this Exhibitor service order form will serve as your receipt.