

EXHIBITOR BOX HANDLING FORM

Event Name: _____

Exhibiting Company: _____ Shipment Date: _____

Exhibitor Contact Name: _____

Address: _____

Email Address: _____ Phone #: _____

Boxes & Package Handling Details (exhibitors will be charged for inbound & outbound handling)

_____ Box(es) under 25lbs @ \$10 each

_____ Box(es) 75lbs – 100lbs @ \$50 each

_____ Box(es) 25lbs – 50lbs @ \$15 each

_____ Pallets/Skids @ \$150 each
(Dimensions & Weight Required)

_____ Box(es) 50lbs – 75lbs @ \$25 each

Packages arriving at the hotel earlier than three (3) business days prior to event start day will be subject to a \$5.00 per box per day storage fee. All outbound shipments must be pre-arranged with your shipping company and should be picked up not later than two (2) business days after the function's conclusion.

Please address all packages as follows to ensure delivery:

Radisson Blu Aqua Hotel Chicago
c/o Event Name/Exhibiting Company – Booth # _____
Attn: Exhibitor Contact Name
221 N. Columbus Drive
Chicago, IL 60601

Credit Card Billing Authorization

I authorize Radisson Chicago MP Management, as agent for Seldar CM Chicago, LLC to CHARGE my credit card according to the details above. I GUARANTEE full payment of the account as described and understand additional charges may apply if my shipment contains packages in addition to those noted above.

A representative from the Radisson Blu Aqua Hotel Chicago's accounting team will contact you to obtain your full credit card number and complete your transaction via Sertifi, a credit card authorization system.

Return completed form to Jenna Iversen at jenna.iversen@radisson.com or via fax at 312-565-0258