DoubleTree Shipping and Exhibitor Request Form

Convention Name: _____

Dates Required: _____

Exhibitor/Company Name: _____

Onsite Contact Name and Phone Number: _____

Email Address: _____

How many items will you be shipping _____

SHIPPING AND RECEIVING

The DoubleTree will hold packages for up to **three** days prior to start of your event.
Boxes left on premises for longer than **two weeks** after departure without shipping instructions and method of payment will be discarded. Package pickup must be scheduled by the Group and is not the responsibility of the Hotel. In the event this does not happen, a $25/day storage fee per item will apply.

To ensure proper delivery of packages for your event, each package/label must be addressed as follows:

DoubleTree Hotel Overland Park
10100 College Blvd
Overland Park, KS 66210
HOLD FOR: (event name & dates of program)
Exhibitor/Contact Name
Number of Boxes, i.e. 1 of 5.

PACKAGE HANDLING FEES

The DoubleTree will charge a package handling fee for any packages/boxes shipped to the hotel. Payment method must be communicated prior to arrival.

- Packages/Envelopes up to 20lbs -- $5 each.
- Boxes/crates 20-40lbs. -- $20 each.
- Boxes/crates over 40lbs -- $50 each.
- Pallets -- $80 each.

ADDITIONAL RENTAL EQUIPEMENT AVAILABLE TO BOOTHS

Daily Charge Applicable*

_____	*Display Easel	$ 15.00
_____	*Flipchart with Markers	$ 75.00
_____	Extension Cord & Power Strip	$ 15.00
_____	*6’ x 6’ Screen	$ 65.00
_____	*42” LCD Color Monitor	$200.00
_____	Additional Skirted Tables (6’ x 30”)	$ 25.00
_____	*Wireless Internet	$ 25.00

PAYMENT INFORMATION

Prices do not include the 24% service charge or current Kansas state tax. Please email form back to Event Services Manager, Lauren Estrada at Lauren.Estrada@Hilton.com .

Credit card authorization form sent via secure link ____ Charges posted to guest room ____