

EXHIBITOR BOX HANDLING FORM

Event Name: _____

Exhibiting Company: _____ Shipment Date: _____

Booth Contact Name: _____ Booth #: _____

Address: _____

Email Address: _____ Phone #: _____

Boxes & Package Handling Details

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

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

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

_____ Pallets/Skids @ \$150 each

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

(Dimensions & Weight Required)

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.

Credit Card Information:

Cardholder Phone: _____

Signature of Cardholder: _____ Date: _____