

Company name: _____

EXHIBITOR INFORMATION FORM

In order to facilitate efficient service delivery, please complete and return these forms to **AMBER ALSPACH** at The Drake Hotel at least 14 days prior to the Event.

Fax: 312-787-6324

Email: amber.alspach@hilton.com

Name of Conference: _____

Name of Your Company: _____

Name & Phone Number of Contact person at Company: _____

Charge My Credit Card: _____ Visa _____ Mastercard _____ Other

Card Number: _____ Exp Date: _____ 3 digit code _____

Cardholder billing address: _____ Signature _____

Company _____

Contact Person _____ Email: _____

General Information:

- 1) Due to space restrictions, The Drake can only accept and store boxes from up to (2) two days prior to any event when shipping materials to the hotel, exhibitors must state the company's name, attendee, and a booth number (if known), as well as the date and the name of the Conference. All items must be marked "For Exhibits" clearly on the item.

BOX LABELING:

The Drake Hotel
Attn: (Onsite recipient - name and company)
FOR XYZ MEETING (# of packages)
c/o Amber Alspach, Sr. Event Manager
(MEETING ROOM – whichever the exhibitor/sponsor is in)
140 East Walton Place
Chicago, IL 60611

- 2) Our loading dock entrance is 11 feet high for truck access.

- 3) Our freight elevator capacity is:
Door opening: 45" wide, 81" high
Inside Car: 60" wide, 90" long, 92" high 3000lbs.
Our small freight elevator to East Mezzanine is:
Door opening: 35" wide, 77.5" high
Inside Car: 54" wide, 49" long, 80" high 2000lbs.

- 4) Exhibitors are responsible for arranging their own shipping and handling.

***** All orders are subject to an 8% sales tax *****

* ALL FORMS MUST BE ACCOMPANIED BY A COMPLETED CREDIT CARD AUTHORIZATION FORM. *

Company name: _____

Electrical Charges Per Day:

| | | <u>Number Required</u> | <u>Total Price</u> |
|--------------------------|-------------------------------------|-------------------------------|---------------------------|
| 1. Standard 110V Plug In | \$25.00 each | _____ | _____ |
| 2. Extension Cords | \$50.00 each | _____ | _____ |
| 3. Power Strips | \$75.00 each | _____ | _____ |
| 4. 30-100 Amps 110V | \$3.00 Per Amp | _____ | _____ |
| 5. 208V Single Phase | \$2.00 Per Amp & \$75.00 Per Leg | _____ | _____ |

Lighting Charges Per Day:

| | | <u>Number Required</u> | <u>Total Price</u> |
|-----------------|--|-------------------------------|---------------------------|
| 1. Spotlighting | \$25.00 per day (Not available in all areas of hotel) | _____ | _____ |
| 2. Banners | \$60.00 Hanging | _____ | _____ |

***** All charges are per day and are subject to an 8% sales tax *****

***** There will be a \$50.00 installation fee for all electrical requirements *****

Housemen/Kitchen/Banquets Labor Charges:

| | | | |
|-------------|----------|-----------------|---------------------------------------|
| 1. \$100.00 | Per Hour | Monday – Friday | 8:00 – 4:30 pm |
| 2. \$120.00 | Per Hour | Monday – Friday | After 4:30 pm |
| 3. \$100.00 | Per Hour | Saturday | 8:00 – 4:30 pm |
| 4. \$120.00 | Per Hour | Saturday | After 4:30 pm until Monday at 8:00 am |

***** All charges are per day and are subject to an 8% sales tax *****

Equipment:

| (utensils, dishes, burner, etc) | \$25 flat fee | <u>Number Required</u> | <u>Days Required</u> | <u>Items Needed</u> |
|---------------------------------|---------------|-------------------------------|-----------------------------|----------------------------|
| | | _____ | _____ | _____ |

Telecommunication Charges Per Day:

| | | <u>Number Required</u> | <u>Total Price</u> |
|-----------------------------------|--------------------|-------------------------------|---------------------------|
| 1. Direct Dial Line In and Out | \$100.00 per line | _____ | _____ |
| 2. Direct Dial Line plus phone | \$150.00 per line | _____ | _____ |
| 3. Polycom Speaker Phone | \$150.00 each | _____ | _____ |
| 4. House Phone | \$ 50.00 each | _____ | _____ |
| 5. Internet Wired Line | \$ 500.00 per line | _____ | _____ |

***** All charges are subject to an 8% sales tax; plus the cost of calls *****

Company name: _____

| <u>Box Movement Charges Per Box:</u> | <u>Estimated Number</u> | <u>Total Price</u> |
|--|-------------------------|--------------------|
| 1. Box/Package Delivery Under 50 lb \$4.00 (Round Trip) | _____ | _____ |
| 4. Pallet/Crate/Case Delivery \$1.00 (Round Trip) <i>*based on shipping label weight</i> | _____ | _____ |

***** Additional Charges will be levied for oversized and overweight materials *****

Audio-Visual (Provided by PSAV):

| <u>Provided Service</u> | <u>Price</u> | <u>Number required</u> | <u>Total Price</u> |
|---------------------------|---|----------------------------|--------------------|
| 19" LCD Monitor | \$150 Per Booth, Per Day | _____ | _____ |
| 32" LCD Monitor | \$225 Per Booth, Per Day | _____ | _____ |
| 50" Plasma Monitor | \$425 Per Booth, Per Day | _____ | _____ |
| LCD Projector & Screen | \$550 Per Booth, Per Day | _____ | _____ |
| Small Powered Speaker | \$55 Per Booth, Per Day | _____ | _____ |
| Computer Audio Connection | \$20 Per Booth, Per Day (speaker required) | _____ | _____ |
| Laptop Computer (Dell) | \$150 Per Booth, Per Day | _____ | _____ |

❖ **All AV orders subject to 23% Service charge and 8% Rental Tax. Please contact PSAV directly for a detailed quotation or any additional information at 312.475.0418.**

**PLEASE COMPLETE AND RETURN
THIS FORM TO**

**Amber Alspach, Senior Event Manager, The Drake Hotel, 140 East Walton, Chicago, IL 60611-1501 USA,
(312) 932-4309, F (312) 787-6324, amber.alspach@hilton.com ; www.thedrakehotel.com**