



IMPORTANT NOTES FOR EXHIBITORS – ELEVATOR U 6/17-6/20

Please remember to bring your extension cords, shipping labels to send items back home, shipping account information to call for your pick up, AND your silent auction item - remember all proceeds are donated to EESF!

Set up: Tuesday (6/18/19) 10am to 10pm
Wednesday (6/19/19) 8am to noon

Tear down: Must be complete by Wednesday (6/19/19) midnight

Shipping to show: plan for packages to arrive no sooner than Thursday (6/13/19). Due to limited storage, delivery of any packages prior to this date will be refused and returned to the vendor.

Shipping from show: leave packed boxes in booth with shipping information attached. Vendor calls for their pick up with their company account number. Any packages not picked up by COB Friday (6/21/19) will be returned to the vendor and all costs incurred by Hilton will be back charged to the vendor.

Hotel address for shipping:
Hilton Charlotte University
Elevator U
8269 JM Keynes Drive
Charlotte, NC 28262

NOTE YOU MUST COMPLETE AND RETURN THE HILTON SHIPPING AND HANDLING FEE EXHIBITOR PAGE PRIOR TO SENDING YOUR MATERIAL TO THE SHOW.

Additionally, every package you ship must have the following information:

YOUR NAME & COMPANY

Conference Services Manager: Katelyn Freeman

Function Dates: June 18-20, 2019

The show is open on Wednesday during lunch from 12:30pm to 2:30pm. During that time you may display your silent auction item, but there will be no bidding. The show will reopen from 5:30pm to 9:30pm. At that time you will have silent auction item forms provided to you and bids can begin. There will be announcements throughout the show with bidding time remaining.

If you have any questions (aside from placement or requesting to move your booth to another location) please feel free to contact me.

Thank you,
Terri
Terri Flint
University of Michigan - Elevator Program Manager
Elevator U - Conference Planning Chair / Chair of the Board
734-647-3276



Hilton

Charlotte University Place

Exhibitor

Shipping and Handling Fee

How to Label Boxes:

Hilton Charlotte University Place

Elevator U: June 17, 2019 – June 20, 2019

8629 J.M. Keynes Drive

Charlotte, NC 28262

Email completed form to: Katelyn.freeman2@hilton.com

***Boxes to arrive no earlier than (3) business days prior to event.**

Total Amount \$ _____

Total Amount of Boxes _____

\$5.00 for every 25 lbs. incoming/outgoing packages

BILLING INFORMATION:

Completion of this section authorizes The Hilton Charlotte University Place to post all charges for the exhibit shipping and handling fee requested above to the credit card provided.

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

CARD HOLDER'S NAME: _____

CARD TYPE: VI MC AX DI DC

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

SIGNATURE: _____ DATE: _____