

Exhibitor Material Handling Information Form:

Please fill out the following information:

Exhibitor:	
Exhibitor On Site Contact:	Event On Site Contact:
Exhibitor On Site Contact Phone #:	Event On Site Contact Phone #:
No. of items: (please list out – indicate pallet/crate/box)	Carrier: <input type="checkbox"/> UPS <input type="checkbox"/> FedEx Express FedEx Ground <input type="checkbox"/> USPS <input type="checkbox"/> Other:
Tracking #s: (please list all tracking #s; and include shipping paperwork when submitting to Event Contact) Scheduled Delivery	

Example:

Guest Name) (Guest Cell Number)
c/o FedEx Office at Hyatt Regency Seattle
808 Howell St
Seattle, WA, 98101
(Convention / Conference / Group / Event
Name)

(please see page 2 for payment authorization form)

Payment Method: Please provide credit card number for payment of fees:

You have the option to pay via credit card; or to have all fees charged to your room.

Charge to Room: Guest Name:	Arrival Date:		
Credit Card CC No.:	CVV:	Exp. Date:	Billing Zip Code:
Cardholder Name:	Signature:		