Exhibitor Information Requirements

Please complete and email or fax form to:
Tel. (312) 649-6409 Fax. (312) 649-7584
nada.krivokuca@westin.com

PLEASE TYPE OR PRINT CLEARLY

Name of Conference: FEF College Industry Conference
Dates of Conference: 11/15/18

Exhibitor/Company Name: ____________________________________________

Contact Name: _______________________________________________________

Contact Address: _____________________________________________________

Contact Phone#: __________________________________ Fax#: ______________

Contact Email Address: _______________________________________________

On-site Contact (if different from above): _________________________________

PAYMENT INFORMATION – Please do not include any credit card information on this form. Once the form is received a secure credit card link will be sent to the listed contact’s email address.

Requirements
Please specify the quantity of each item needed on the line to the left of each item. (Please note the majority of the equipment is charged on a daily basis. Charges are listed next to each item).

Prices are not inclusive of 9% rental tax and 25% service charge.

Power

_______ Electrical Hook-up/Power strip ($40 per day plus 9% rental tax and 25% service charge)

________ How many amps are required?

Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

Shipping Information
All boxes shipped directly to the hotel will incur handling charges based on the scale listed below and should arrive no sooner than three (3) days prior to the start of the conference.

- The Hotel will not deliver any boxes to exhibitors without credit card authorization. Please make sure all boxes have the correct exhibitor name displayed and are shipped as listed below.
- Outgoing shipments must have shipping labels; FedEx automatically stops at the hotel each evening (Monday – Friday) to pick up outgoing shipments. For FedEx Ground, UPS regular and UPS Ground shipping the exhibitor will need to arrange for pick-up. Outgoing shipments can be left in the exhibit hall, hotel staff will route to a secured location until picked up for shipping.
- Ceiling height of hotel dock is 12’, for heavy or pallet/crate/skid deliveries trucks with lift gates are recommended – dock is street level.

Please ship all boxes to the following address:

Westin Michigan Avenue
Exhibitor’s Name
FEF or College Industry Conference-11/15/18
909 North Michigan Avenue
Chicago, IL 60611
<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Price per Each</th>
<th>Pallets/Skids/Crates (Price per Each)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 10 lbs</td>
<td>$5.00 each</td>
<td>X</td>
</tr>
<tr>
<td>11 – 30 lbs</td>
<td>$10.00 each</td>
<td>X</td>
</tr>
<tr>
<td>31 – 50 lbs</td>
<td>$25.00 each</td>
<td>X</td>
</tr>
<tr>
<td>51 – 70 lbs.</td>
<td>$30.00 each</td>
<td>X</td>
</tr>
<tr>
<td>71 – 100 lbs.</td>
<td>$40.00 each</td>
<td>X</td>
</tr>
<tr>
<td>101+ lbs.</td>
<td>$60.00 each</td>
<td>X</td>
</tr>
<tr>
<td>Pallets/Skids/Crates</td>
<td>$250.00 each</td>
<td>X</td>
</tr>
</tbody>
</table>