



**** Please return this form via email to Heather Walters at Heather@elmplanning.com 10 business days prior to your event date****

EXHIBITOR SHIPMENTS SENT TO THE HOTEL:

All handling, storage, and shipping fees are charged to the exhibitor's guest room folio. Exhibitors are expected to individually cover all fees related to their shipments upon departure. If reservation or credit card is not provided upon arrival to the front desk, shipments will not be released to the exhibitor until payment form is on file or approved by authorized signer that charges may be applied to the group master account.

Delivery/Drayage: Due to the Lodge's limited storage facilities, please notify us in advance to insure proper acceptance. A \$6.00 per box fee and a \$150.00 per pallet fee will be charged for storage, handling, and delivery. Return freight or shipping will be charged accordingly.

HANDLING AND STORAGE FEES

Under 50 Pounds: \$6/box

Over 50 Pounds: \$8/box

Pallets (Under 500 Pounds): \$150 per pallet

Pallets (Over 500 Pounds): \$300 per pallet

Elevator Dimensions

Door Entry Height: 84"

Total Indoor Height: 88"

Door Width: 42"

Inside Elevator Width: 72"

Depth Front Elevator Door to Back Wall: 52"

Staircase Dimension Width: 42"

Group/Company Host Event Name:	
Exhibitor Name:	
Your Name:	
Phone #:	
Guestroom Reservation Confirmation Number (REQUIRED)	
Dates Needed:	
Email:	

Form of Payment:

Credit Card Number & Expiration Date:

Security CodeBilling Zip Code:

Name on Card:

Signature: