



Sheraton New York Hotel & Towers
EXHIBITOR SHIPPING/RECEIVING FORM

Name of Exhibitor/Organization:

Exhibitor/Organization Address:

Date(s) of Event: May 8-9, 2008

Name of Show/Convention: Aortic Symposium 2008

Name of On Site Contact:

Telephone:

Fax/E-mail:

Function Room:

Booth Number:

Set Up Time/Tear Down Time:

Package Receiving Costs

0-5 lbs: \$5.00
6-20 lbs: \$10.00
21-50 lbs: \$15.00
Over 50 lbs: \$25.00
Crates: \$50.00

We do not accept pallets; all pallets must be unloaded at the loading dock.

In addition to the above charges there will be a \$1.50 service charge per item on all deliveries. Any items delivered by Bellstaff (when the package room is closed) will be \$10.00 per bell cart (not applicable to over sized items).

Outbound Package Handling Fees: \$5.00 per item

Storage Fee:

The price on receiving will be based on pounds and will include storage.

If the storage exceeds 3 days, a \$25.00 per item/day storage fee will be added.

Due to the high volume of packages received we will not be able to hold packages for longer than five business days. At the end of the five business days management reserves the right to discard any unclaimed items.

Unclaimed items will be returned to the sender providing sender's return information and account numbers are available.

Packing Supplies:

Packing Tape: \$6.00

Boxes: Small: \$6.00 Medium: \$7.00 Large: \$9.00

Fed-Ex, UPS & Courier Services are available at your request.

Pricing determined by weight and type of service.

For more information please contact Package Room manager.

From inside the hotel dial ext: 5242 for assistance.

NOTE: Items must be shipped to the address below and labeled as follows:

<p><u>Shipping Address:</u> <i>Sheraton New York Hotel & Towers 811 Seventh Avenue New York, NY 10019 1-212-581-1000</i></p>	<p><u>Labeling:</u> <i>Hold For: (Aortic Exhibits/ Booth #) Attention: ("Received By" or On-Site Contact) Event/Meeting Date: Exhibits load-in on 4/10 at 2pm Central Park East & West Number of Boxes: (1 of X, 2 of X, etc.) Convention Services Manager: Misty Turney-Pacheco</i></p>
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This letter of agreement confirms that The Sheraton New York Hotel & Towers has authorization to place charges incurred for any/all of the above requested service(s) to the credit card below:

Card Type: _____ Card Number: _____
3-Digit Security Code: _____ Expiration Date: _____

Cardholder Name exactly as it appears on card: _____

Signature of Cardholder: _____

A signed copy of this order form must be returned to the individual below at least 10 days prior to your arrival.

Ms. Misty Turney-Pacheco
Convention Services Manager
The Sheraton New York Hotel & Towers
811 Seventh Avenue
New York, NY 10019
Phone: (212) 841-6704
Fax: (212) 489-9511
Misty.turney@sheraton.com