

Convention Order Form

Name of Convention: Logic Conference and Expo
 Name of Exhibitor: _____
 Name of Contact: _____ Contact Number: _____
 Contact Email Address: _____
 Dates of Convention: From October 6th 2020 To October 6th 2020

Note: Requests must be received two weeks prior to the event to guarantee electrical hookups and equipment availability. Please return complete form with check, money order or credit card number to the above address.

Electrical Circuits:

____ Up to 15 Amps/110 Volts-----\$15.00 per day/booth____
 ____ 16 to 20 Amps/110 Volts-----\$20.00per day/booth____
 ____ 21 to 30 Amps/110 Volts-----\$30.00 per day/booth____
 ____ Up to 15 Amps/208/220 Volts/Single Phase-----\$20.00 per day/booth____
 ____ 16 to 20 Amps/208/220 Volts/Single Phase-----\$30.00 per day/booth____
 ____ 21 to 30 Amps/208/220 Volts/Single Phase-----\$40.00 per day/booth____

Additional Electrical Circuits Available. Please call for information.

Package Receiving/Handling/Storage Fees

Receiving/Handling Fee ____ # of Box(es) ____ # of Box(es)[Over 3lbs] ____ # of Crate(s) ____ # of Pallet(s) ____ #of Booth(s)/Trunk(s)

Receiving/Handling Fees

(Charge includes receiving, storage, handling and outboard shipping.)

Boxes (3 lbs. or less)	\$5 per box	Total Package Fees: \$_____
Boxes (over 3 lbs.)	\$10 per box	
Booths, Trunks	\$30 per Booth, Trunk (regardless of size/weight)	
Crates [1ft. – 5ft.]	\$75 per crate (regardless of size/weight)	
Crates [6 ft. – 7ft]	\$100 per crate (regardless of size/weight)	
Crates [7 ft. & up]	\$150 per crate (regardless of size/weight)	
Pallet	\$150 per pallet	
Storage Fee [over (3) days]	\$25 per day	

Audio-visual Requirements:

A variety of audio-visual equipment is available for rent. Please contact our sales department directly for your needs. Special equipment for hookups (wiring, special plugs, connectors, etc.) not available in Engineering stock will be charged at retail price. **Please allow at least two weeks notice.**

Name on Card _____ Type of Card _____

Credit Card # _____ Expiration Date _____

Authorized By: _____ Title: _____

Signature _____ Date: _____

Please checkmark if you require an emailed receipt.

PACKAGES/BOXES

All packages should be shipped and <i>INDIVIDUALLY</i> labeled to the hotel as follows:	Wichita Marriott Hotel Group or Show Name Attn: <i>(Registered Guest Name with Check-in Date)</i> 9100 E. Corporate Hills Drive Wichita, KS 67207 Hotel Contact Name (if applicable)
Multiple boxes/containers should each be marked as follows:	“(box#) of (total # shipped)” <i>Example: Box 1 of 4, Box 2 of 4, etc.</i>
Shipping Policies:	<ol style="list-style-type: none"> 1. All packages labeled as listed above. 2. Due to limited storage space, the hotel will accept shipments only (3) days prior to event. A \$25/day storage fee will be added to each package arriving more than (3) days prior event. 3. Hotel will provide delivery to the event location on date of setup. Group/Exhibitors are responsible for all unpacking and setup of exhibit items. 4. After event, Group/Exhibitor will be responsible for dismantling, repacking and sealing of outbound shipments. Package/Box pickup service is provided by FedEx. Group/Exhibitor is responsible for own shipping pickup fees if using another shipping service. 5. All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pickup from your event location and secure in our receiving department for pickup by designated shipping vendor.
<p>Any special shipping and receiving requirements may be directed specifically to James Wallace, Shipping & Receiving Manager at (316) 651-0333 ext. 6124 before 2:30pm. After 2:30pm, please leave a message for John Caskey, Guest Liaison Manager at (316) 651-0333 ext. 6149.</p>	

Incoming Shipping Charges

(Charge includes receiving, storage, handling and outboard shipping.)

Envelopes to Guest	Complimentary
Boxes (3 lbs. or less)	\$5 per box
Boxes (over 3 lbs.)	\$10 per box
Booths, Trunks	\$30 per Booth, Trunk (regardless of size/weight)
Crates [1ft. – 5ft.]	\$75 per crate (regardless of size/weight)
Crates [6 ft. – 7ft]	\$100 per crate (regardless of size/weight)
Crates [7 ft. & up]	\$150 per crate (regardless of size/weight)
Pallet	\$150 per pallet
Items for non-registered Guests	\$25 additional charge per item
Storage Fee [over (3) days]	\$25 per day

- All package charges for individual guests/exhibitors registered with hotel will be placed on the guest room folio.
- All other package charges will be placed on the group master account.