

**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 1st 2019 To October 1st 2019

*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:<br><br>\$_____ |
| 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

|   |   |
|---|---|
| <b>All packages should be shipped and <i>INDIVIDUALLY</i> labeled to the hotel as follows:</b>  | Wichita Marriott Hotel<br>Group or Show Name<br>Attn: <i>(Registered Guest Name with Check-in Date)</i><br>9100 E. Corporate Hills Drive<br>Wichita, KS 67207<br>Hotel Contact Name (if applicable)   |
| <b>Multiple boxes/containers should each be marked as follows:</b>  | “(box#) of (total # shipped)”<br><i>Example: Box 1 of 4, Box 2 of 4, etc.</i>   |
| <b>Shipping Policies:</b>   | <ol style="list-style-type: none"> <li>1. All packages labeled as listed above.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> |
| <p><b>Any special shipping and receiving requirements may be directed specifically to James Wallace, Shipping &amp; 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.</b></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.