

Name:	Vendor/Company:
Phone #:	Email:
Address:	
Event You're Attending: Logic's Conference - 05/14/2019	
On Site Recipient:	On Site Recipient Phone #:

Choose the services you need below:

Delivery Services	# of items	Expected Arrival Date
Boxes (0 – 72 hours prior to event)		
Pallets (Will not be accepted prior to 05/10/2019)		
Other (please list)		

Address All Boxes/Pallets to:
ATTN: Vendor Name/On Site Recipient Name
C/O: Logic's Industrial Conference
Renaissance St. Louis Airport Hotel
9801 Natural Bridge Rd.
St. Louis, MO 63134

*There are no on-site shipping services. Guests will need to package boxes, print labels, and call-in their own pick-ups.
 Boxes and shipments can be left on the vendor table for hotel staff to move to shipping dock.*

AV/Electrical Services	Advance Order Rate	On-Site Rate	# of Each	Calculate Total Cost:
Wireless Internet	\$15 a day	\$15 a day		
Electric/Power Strip	\$20 a day	\$25 a day		
Other (please list)				

Total Cost of AV/Electrical Services: \$ _____
 (24% Service fee & 9.613% State Tax will be applied; Service Charge is taxable)

Form of Payment:

Payment: _____ **Charge to Hotel Room, Confirmation#** _____
 -or- _____ **Credit Card (Enter info below):**

Name on Credit Card: _____ **Expiration Date:** _____
Credit Card Number: _____

Signature: _____ **Date of Signature:** _____

PLEASE FAX (314.890.3125) or EMAIL THIS FORM TO: dbehlmann@renaissancelouisap.com

PLEASE NOTE:

ANY ITEM WIDER THAN 31" AND/OR TALLER THAN 80" MUST BE DELIVERED VIA BOX TRUCK WITH A **LIFT GATE**.
 ITEMS WILL NOT BE REMOVED FROM PALLETS TO ACCOMMODATE SIZE LIMITS – CONTACT YOUR EVENT MANAGER FOR
 ADDITIONAL DETAILS: Denise Behlmann (314) 890 – 3038 or dbehlmann@renaissancelouisap.com