



# EXHIBIT ORDER FORM



“Conference Attending \_\_\_\_\_”

### Contact Information

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address, City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

### Payment Information

Credit Card Name \_\_\_\_\_ Number \_\_\_\_\_  
 Exp Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

### Handling & Storage Fee

**Hotel Packages**  
 Parcels & Overnight Letters (*Incoming/Outgoing*)  
 Envelopes \_\_\_\_\_ \$7.00  
 1-9 lbs. \_\_\_\_\_ \$9.00  
 10-19 lbs. \_\_\_\_\_ \$15.00  
 20-39 lbs. \_\_\_\_\_ \$25.00  
 40-59 lbs. \_\_\_\_\_ \$50.00  
 60-99 lbs. \_\_\_\_\_ \$75.00  
 100+ lbs. \_\_\_\_\_ \$100.00

**Storage**  
 Storage Fee Schedule (*Incoming/Outgoing*)  
 Up to 3 days \_\_\_\_\_ No charge  
 4 - 7 days \_\_\_\_\_ \$15.00 per package / day  
 8 + days \_\_\_\_\_ \$25.00 per package / day

**Display Cases (*Incoming/Outgoing*)**  
 Display boxes, posters, large tubes \_\_\_\_\_ \$40.00  
 Display Case each \_\_\_\_\_ \$60.00

**Pallets (*Shrink Wrapped & Self Contained*)**  
 Pallets (delivered to meeting room) \_\_\_\_\_ \$200.00

**Crates (*Incoming/Outgoing*)**  
 Crates up to 149 lbs. \_\_\_\_\_ \$100.00  
 Crates from 150 lbs. \_\_\_\_\_ \$150.00-\$300.00

### Special Instructions

\_\_\_\_\_  
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\*Outgoing packages may include Packing, Shipping + Handling Fees\*