

EXHIBITS

The Doubletree by Hilton Hotel & Suites will provide (1) six foot table with linen and a waste basket.

If an exhibitor has any special needs it is the responsibility of the planner-exhibitor to communicate all exhibitor needs to your assigned catering representative by completing and submitting your Exhibitor Information Form a minimum of two weeks prior to the start of the program.

Today's Date: _____ Contact Name: _____

Group/ Conference Name: _____

Group Arrival Date: _____

Exhibitor Company Name: _____

Exhibitor Address: _____

Exhibitor Phone Number: Office: _____ Fax: _____ Email: _____

Number of Packages: _____ Approximate Weight: _____

Expected Arrival Date of Packages: _____

(Packages can not arrive earlier than 2 day prior to Event and must be shipped out within 24 Hours.)

We require all outbound packages to have pre-paid labeling for pick up. Please see exhibit memo for more information.

Do you require Electricity with your Exhibit?

YES

NO

Credit Card Type: _____ CC #: _____ Exp: _____

(A Front and Back copy of the Credit Card is Required for Processing)

Name on Credit Card: _____

Signature of Exhibitor Representative: _____ Date: _____

Signature of Hotel Representative: _____ Date: _____

Exhibitor Instructions: All Packages must have the following label information:

Name of Conference / Date of Conference / On Site Exhibitor Contact / Hotel Representative

For multiple Packages please include Package Numbering: 1 of 3 – 2 of 3 – 3 of 3

Address of Hotel: 181 Church Street, Charleston SC 29401

Please fax or email back this sheet to the attention of:

Rachel Lee * Catering Sales Manager * Doubletree by Hilton Hotel & Suites Historic Charleston, SC
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