Please return vendor form by Monday, 3/7along with credit card authorization form to confirm.

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-site contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tracking Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated time of delivery: **(Packages are to arrive no earlier than Wed, 3/16***)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list below the number of items to be shipped by your company:

#\_\_\_\_\_ Pallet (no wider than 34”, no taller than 78”)

#\_\_\_\_\_ Crate/Display Case

#\_\_\_\_\_ 5lb or less including envelopes

#\_\_\_\_\_ 6lbs to 20lbs

#\_\_\_\_\_ 21lbs to 50lbs

#\_\_\_\_\_ Over 50lbs

**Shipping Information:**

*Please send your items to the following address:*

Washington Duke Inn, 3001 Cameron Blvd, Durham, NC 27705

**Attn: Jessi Newcomb**

***The group name, vendor company name and the contact name should be listed on the shipping label.***

**Return Shipping:** Please make sure to bring the return shipping labels with you. We do have UPS and FedEx Labels. All items must be picked up by Monday, 3/21.

*Please note: All exhibitors are responsible for collecting and moving their materials. They must check in with their meeting contact for location and access to deliveries. The Washington Duke Inn is not responsible for moving products/packages within the hotel. The client is responsible for the movement and preparation for delivery pick up.*

**Please list below the Audio Visual requirements of your booth:**

#\_\_\_ Power strip & Extension Cord Package $17.50 per package

#\_\_\_ Ethernet connection $80.00 each

#\_\_\_ 65” Monitor $250.00 per monitor

*All Audio Visual Equipment is charged daily and subject to 7.5% sales tax and 22% service charge. Once the form is fill out we will send a credit card authorization form via our Sertifi Secure System to confirm the order.*