



Exhibitor Order Form

Please return to Yvetta Collins yvetta.collins@hilton.com or Fax 206-901-5902

❖ **Parcel Handling** (All Shipments Must be Handled through Banquets):

Parcels for events held in the Hotel may be delivered up to three (3) working days prior to the event. A \$4.00 per parcel Receiving/Storage Charge will apply. Should parcels be received prior to three (3) working days, a \$10.00 per parcel Receiving/Storage Charge will apply. A \$1.00 per parcel or \$15.00 per pallet Freight Handling Room Delivery Fee applies on an in and out basis. Parcels must be addressed to the guest responsible for claiming the parcel at the Hotel. Parcels should be addressed to:

Guest's Name
Date of Arrival and Name of Event
C/o Doubletree Hotel Seattle Airport
18740 International Boulevard
Seattle, WA 98188

The Hotel requires advance notice of the shipment and number of parcels. Parcels should be numbered 1 of 10, 2 of 10, 3 of 10, etc. The Hotel is not responsible for storage of exhibit property or large quantities of parcels.

- \$5.00 plus 9.5% tax per parcel
- \$15.00 plus 9.5% per pallet

Number of Boxes to be received: _____ Number of Pallets to be received: _____
Number of Boxes to be shipped: _____ Number of Pallets to be shipped: _____
Total Box and Pallet Charges: _____

❖ **Banner Hanging** \$30.00 per 6' banner, \$10.00 per each additional foot per banner

(All Banners Must be Hung by Hotel Staff):

Number of Banner(s) to be hung: _____
Size of Banner(s): _____

Booth #: _____ Exhibit Name: **ASME - American Society of Mechanical Engineers**

Additional Requests or Comments: _____

Company Name: _____ You're Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone #: _____ Fax #: _____

Convention Name: _____ Date(s): _____

I agree to allow **Doubletree Hotel Seattle Airport** to use my credit card for payment of all authorized charges that have been arranged by my organization.

Credit Card: American Express Visa MasterCard

Credit Card #: _____ Exp Date: _____

Cardholder's Name: _____ Signature: _____

Room number _____