

# EXHIBITOR SERVICES ORDER FORM

Exhibits MAG XE1116

November 16 - November 17, 2022

Exhibitor Company Name: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Exhibit Services Charges				
ITEM	QTY.	ADVANCE	DAY OF	AMOUNT
Electric 110V Outlet, Single Phase	_____	\$50.00	\$75.00	Per Booth, One-Time Fee _____
Extension Cord	_____	\$30.00	\$55.00	Per Cord, One-Time Fee _____
Storage/Handling/Delivery of Materials	_____	\$20.00*	\$20.00*	Per Package _____
<b>*Packages will not be delivered to the booth until storage/handling/delivery of materials payment is received.</b>				
Storage/Handling/Delivery of Pallets	_____	Call For Pricing & Instructions		
				<b>Total Amount Due \$</b> _____

Additional Information	
<b>Exhibit Material Storage &amp; Delivery:</b>	The hotel will only accept exhibit materials delivered within one week of event date. No freight deliveries accepted to/from the hotel unless a lift gate on the truck and exhibitor provides appropriate manpower to load deliveries on/off the truck.
<b>Shipping Labels:</b>	Each package must present our supplied "Receiving Slip" adhered to the left side of each box and package. Packages without the receiving slip will endanger the smooth process to have your packages delivered on time and complete.
<b>Return Labels:</b>	Return shipping labels require full name, address and telephone number and must be adhered to the package. You must call FedEx or UPS and arrange for pickup. Items must be picked up within 72 hours. Packages will be picked up from booth by hotel representative once labels are adhered and pickup is scheduled.
<b>Hotel Policies:</b>	The hotel shall not be responsible for the security of exhibits. No nails, bracing wires, staples or tape used in constructing displays may be attached to walls, floor or ceiling. All property damage at exhibitor's expense. All large exhibit items must use the freight elevator only. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.
<b>Special Requests:</b>	If you have any unique requirements for exhibit space, please call 410.390.4012.

Payment Information	
<b>Prepayment is required.</b> Mail order form with payment or email your order with credit card information directly to <a href="mailto:howes@ocbeachresort.com">howes@ocbeachresort.com</a> . Make checks payable to: Ocean City Fontainebleau Resort.	
Credit Card #: _____	Expiration: _____ CVV: _____
Name on Credit Card: _____	Authorized Signature: _____

For Catering Office Use Only		
Date Received: _____	Total Received: _____	Initials: _____

# Receiving Slip

Name of Event:	<b>Exhibits MAG</b>
Event Start Date:	November 16, 2022
# of Total Boxes in Shipment:	
Shipper's Name:	
Shipper's Phone Number:	
Delivery Instructions:	

Box \_\_\_\_\_ of \_\_\_\_\_

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(Cut Here)

Please complete the above information completely and adhere to each box on left side of formal shipping label. Feel free to make additional copies as needed.

Please refer Ocean City Fontainebleau Resort's Exhibitor Services Order Form for shipping and receiving guidelines.