



SHERATON GRAND

at Wild Horse Pass

Exhibitor Request Form

(Form must be completely filled out in order to process)

Date Request Submitted:	Contact Name:
Name of Function/Group: AUCCCD 2024 Annual Conference	Contact Phone #:
Booth Name/#:	Contact Email Address:

Shipping

Total Expected Boxes/Pallets:	
Expected Arrival Date:	
Shipping Method:	
Setup Date / Time	Completion Date/ Time
Charges	Pounds
	Handling fees for in-bound packages
	0 to 5 pounds \$ 5.00 each
	6 to 20 pounds \$ 10.00 each
	21 to 50 pounds \$ 15.00 each
	Over 50 \$ 25.00 each
	Crates \$ 75.00 each
	Pallets \$ 75.00 each

A storage fee of \$25.00 will be charged per item for all packages received more than 3 business days prior to the conference or left longer than 3 days after departure.

Guidelines	<ul style="list-style-type: none"> ❖ After your conference, any materials to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment. A \$5.00 charge will be applied to any outbound package that is not completely packed and labeled for shipping ❖ The resort is not responsible for packing or for supplying any packing materials. Any items left behind without shipping instructions will be discarded within 3 business days. ❖ Any Shipments received without payment authorization will not be delivered to the Exhibit hall until payment is received.
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Labeling Information	<p style="text-align: center;">Name of Group: Sheraton Grand at Wild Horse Pass 5594 W. Wild Horse Pass Blvd. Phoenix, AZ 85226 Hold For: (Your Company Name) Attention: (Person on site who will be looking for the package)</p>
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Please Fax or Email Completed Order to:

Angelica Aurelius
Phone: (520) 796-8230
Email: Angelica.aurelius@sheraton.com

Upon receipt of this form, a credit card authorization will be emailed via a secured site.
Once the credit card form is completed and returned, your order will be confirmed.

Email address: _____ (please print clearly)

**For your protection, credit card information should never be sent via e-mail unless through a secured site.
Please do not include credit card information on this form.**