



# 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: AASCA	Contact Phone #:
Booth Name:	Contact Email Address:

### Shipping

Total Expected Boxes/Pallets:	
Expected Arrival Date:	
Shipping Method:	
<b>Setup Date / Time</b>	<b>Completion Date/ Time</b>
<b>Charges</b>	<b>Pounds</b>
	<b>Handling fees for in-bound packages</b>
	0 to 5 pounds \$ 10.00 each
	6 to 20 pounds \$ 20.00 each
	21 to 50 pounds \$ 40.00 each
	Over 50 \$ 60.00 each
	Crates & Pallets \$ 200.00 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.**

<b>Guidelines</b>	<ul style="list-style-type: none"> <li>❖ 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</li> <li>❖ 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.</li> <li>❖ Any Shipments received without payment authorization will not be delivered to the Exhibit Hall until payment is received.</li> </ul>
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<b>Labeling Information</b>	<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:**

Marissa Garcia  
 Phone: (520) 796-8102  
 Email: [Marissa.J.Garcia@marriott.com](mailto:Marissa.J.Garcia@marriott.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.**