



Hilton
St. Louis Frontenac

WESTON A. PRICE FOUNDATION - EXHIBIT BOOTH REQUEST FORM

Company Name:	
Company Address:	
Phone Number:	
Fax Number:	
E Mail:	
On-site Representative:	
Type of Credit Card:	
Credit Card Number:	
Exp. Date:	
Convention Name:	Weston A. Price Foundation
Date of Event:	Set Up Friday, 5/18/2012 through Sunday, 5/20/2012
Booth Name/Number:	

TERMS

FORM TO BE COMPLETED AND RETURNED NO LATER THAN 48 HOURS PRIOR TO EVENT. ALL CHARGES INCURRED MUST BE PAID IN FULL NO LATER THAN 48 HOURS PRIOR TO EVENT. ALL ADVANCE ORDERS ARE GIVEN PRIORITY. ALL REQUESTS FOR SERVICES AFTER YOUR ARRIVAL ARE SUBJECT TO THE AVAILABILITY OF EQUIPMENT AND THE SERVICES OF HOTEL ELECTRICIANS. THESE ORDERS WILL BE BILLED AT ADDITIONAL COSTS.

If you are uncertain of your requirements, please call Corey Hodge at 314-824-6017 for assistance

QUANTITY	
	Standard 110 V Electric – \$25.00
	20 Amp Circuit-\$35 per booth
	220V per Single Phase or Three Phase - \$150 per booth
	Activated Local Telephone Line -\$35 per line, per day
	Banner -\$25 per banner
	Wireless High Speed Internet Service - \$10 per 24 hour period. Laptop Computer must have wireless internet capabilities. Hotel will not provide any connection equipment.
	Shipping and Receiving Information and Pricing Below Note: Please indicate number of packages and/or pallets being Shipped

- All electrical work will be completed by hotel approved electricians only.
- All materials used in the hotel ballrooms must be non flammable to conform with the City of Frontenac fire regulations. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Chief Engineer of the Hotel.
- Nails or bracing wires used in erecting displays may not be attached to the building without the written consent of the Chief Engineer. The exhibitor at their expense must replace any damaged property to its original condition.
- The hotel is not responsible for any injury, loss or damage that may occur to the exhibitor, its employees or property or to any other person, prior, during or subsequent to the period covered by the exhibit contract. Each exhibitor expressly releases the hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

Signature:

Date:



Package Procedures Shipping and Receiving

All incoming packages for Vendor Show must be addressed as follows:

Guest Name (On Site Contact)

Booth Name

Weston A. Price Foundation

Hilton St. Louis Frontenac

1335 S. Lindbergh Blvd.

St. Louis, Missouri 63131

314-993-1100

RECEIVING

Hours: Monday – Friday 8:30am – 4:00pm

Saturday 9:00am – 2:00pm

Handling charges:

5.00 per standard box (no bigger than a copy paper box)

\$20.00 per oversized box or Exhibitor Case

\$125.00 each Pallet Inbound & Outbound - **Pallets MUST be accompanied by a Lift Gate Truck**

Pallet Jack Rental (manual only) \$45.00 per hour (1 hour minimum)

- Items can be shipped to the hotel for arrival no more than two (2) days prior to the event start date. Any items arriving prior to two (2) days will be charged a holding fee in addition to handling charges.
- Packages will be delivered to meeting room Friday, May 18, 2012 prior to 12:00pm
- Notify Shipping/Receiving Manager if freight is handled by a different company other than Fed Ex or UPS

OUTGOING

Hours: Monday – Friday 8:30am – 4:00pm

***Same Day Service* by 2:00pm**

Handling Charges: See Receiving

- **“Request for Freight Shipment Form” and Shipping Lables - MUST be entirely completed for outgoing shipments.**
- FedEx Ground Shipments is next business day
- Notify Shipping/Receiving Manager if you have scheduled outgoing shipment with a freight company. Property is not responsible for scheduling outgoing freight. Outgoing packages must be picked up by 4:00pm Monday through Friday. Hotel will only hold outgoing freight 24 hours. Larger freight (pallets) must be picked up at the conclusion of the conference.

HOTEL CONTACTS

Corey Hodge, Conference Service Manager

Corey.hodge@hilton.com

Direct: 314-824-6017

Eunice Bala, Shipping and Receiving Manager

Eunice.bala@stlhilton.com

Direct: 314-824-6030

1335 S. Lindbergh Blvd., St. Louis, MO 63131

PLEASE RETURN TO:

Email: corey.hodge@Hilton.com Fax: 314-993-8085