



Hilton


Milwaukee City Center

Group Name

Dates
Milwaukee, Wisconsin

Hilton Milwaukee City Center
509 W. Wisconsin Avenue
Milwaukee, WI 53203
Tel: 414-271-7250
Fax: 414-271-8841

Exhibitor Order Form

| | | | |
|--|---------------|-------------------------------|---|
| Electrical: (Daily Charges) | | Phone: (Daily Charges) | |
| Hook up (1) 110 outlet | \$ 35.00 ____ | DID Line Hookup | \$100.00/each ____ |
| Extension Cord | \$ 15.00 ____ | Desk Phone | \$25.00/each ____ |
| Power Strip | \$ 15.00 ____ | Local dial up usage | \$0.95 cents for the first 30 minutes, \$0.10 cents a minute for each additional minute |
| High Speed Internet Access (Ether Net line): | | Installment (per line) | \$150.00 ____ |
| | | Daily Rental per PC | \$350.00 ____ |
|  | | Hub or Router (16 PC's) | \$250.00 |
| FOR OTHER AV REQUIREMENTS PLEASE CONTACT American Audio Visual Center at 414.390.1818 DIRECTLY | | START DATE: | _____ |
| | | END DATE: | _____ |

See below for Materials/ Package shipment procedures and charges

Return By _____ (Insert date here)

To: Jill Sandberg
Company: Hilton Milwaukee City Center
Fax Number: 414-271-8841 E-Mail: jillsandberg@hiltonmilwaukee.com

of Pages _____ Date: _____

From: _____

Company: _____

Address: _____

Telephone: _____

Fax: _____

Fax Credit Card Authorization Form:

I _____ Authorize the amount of \$ _____ to be
Placed on my: (circle one) VISA, Master Card, American Express, Diner's Club, Discover.

Credit Card #: _____ Expiration Date: _____

Signature: _____

Date: _____

Material Shipments...

Shipments of materials, literature, products, etc., used in conjunction with a particular meeting should be addressed as follows and should arrive at the hotel no more than seven (7) days prior to the event:

**Name of Meeting Planner or Group Contact
Room Where the Boxes Need To Be delivered (*if known*)
and Date They Need To Be In the Room**

Name of Meeting/Function/Convention
C/o Hilton Milwaukee City Center
509 West Wisconsin Avenue
Milwaukee, WI 53203

- Π **Multiple packages within a single shipment should be numbered in sequence (*i.e., 1 of 3, 2 of 3, 3 of 3*). It may be helpful to note individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.**
- Π **Regrettably, it is not possible for the Hilton Milwaukee City Center to accept C.O.D. shipments, and all arrangements with regard to shipping must be prepaid.**
- Π **Handling fees will be applied to all packages shipped to the Hotel. The fees are as follows:**

Incoming Boxes up to 19 pounds \$9.00 each
Incoming Boxes more than 20 pounds \$18.00 each
Incoming pallets \$150.00 each

The above fees are for handling; the actual cost of shipping is additional and varies on the service you choose.

- Π **No Handling fees will be applied to envelopes.**
- Π **Handling fees may be applied to the group, individual room account, credit card or paid in cash. Group masters may be charged if the account signatory has approved the charge in advance.**

If you have any questions, please feel free to contact Justin Maki, Director of Loss Prevention, at 414-271-7250 ext. 7362

Material Shipments...

Shipments of materials, literature, products, etc., used in conjunction with a particular meeting should be addressed as follows:

Name of Guest/Recipient (person receiving packages)
 C/O The Hilton Milwaukee City Center
 509 W Wisconsin Avenue
 Milwaukee, WI 53203
 (Convention/Conference/Group/Event Name/Company/PO Number)
 (Dates of Group /Conference Events
 (Box ___ of ___)

Do not ship any items to the attention of the Catering & Convention Manager unless the items are specifically for their use (i.e. hotel specification, rooming lists, and signed documents). This is especially including room drops or deliveries to any other area in the hotel.

Processing, Handling, and storage charges; are assessed for both incoming and outgoing packages. This charge is in addition to the charge determined by the carrier for shipping. There will be a storage fee added to your master bill for all shipments received by the hotel, according to the scale below. This fee will be charged to a guest for any incoming shipment which falls into these weight categories. In addition, a 25% service charge will be added to the actual shipping cost of any package which the hotel is shipping out for a guest.

The pricing is as follows:

| AMOUNT | COST | ITEM |
|---------------------------|-----------|--------------|
| 1-10 Envelops | No Charge | Per Envelope |
| Envelops 11 or more | \$4.00 | Per/Envelope |
| 0-15 lbs. or 1-9 Boxes | \$5.00 | Per/Box |
| 10 boxes or 100 lbs. | \$4.50 | Per/ Box |
| 11-25 Boxes | \$ 3.00 | Per / Box |
| 26-50 Boxes | \$ 2.50 | Per / Box |
| 51 and Above | \$ 2.00 | Per / Box |
| Pallets | \$.50 | Per/lb. |
| OVERSIZED PACKAGES | | |
| 100-200 Lbs. | \$ 50.00 | Each |
| 201 Lbs. – Over | \$0.75 | Per/lb. |

Due to limited space, any storage needs must be arranged with the Convention / Events Services department in advance. Shipping and Receiving can store shipments for guest arrival. However, due to limited storage space, please ship all packages to arrive no more than Three (3) to Four (4) calendar days prior to event or pick up of boxes. Storage of boxes is available for a fee of \$10.00 per box per day, \$50.00 per pallet (small) per day, and \$100.00 per pallet (large) per day. In addition, any items that are not shipped from the hotel starting the third (3rd) calendar day at the conclusion of the events are subject to storage fees, which will be charged to the group master or guest folio.

The group will be responsible for the packing, labeling, and shipping of outgoing materials. The hotel assumes no responsibility for storage or mailing of outgoing materials. The hotel will not be responsible for loading and/or unloading of shipments received via freight. Each group must make prior arrangements with their designated freight carrier to load and unload all shipments.