

CONFERENCE: Modernist Studies Association
CONFERENCE DATES: Nov. 17-20, 2016

Set up time: 9a-12pm. Thursday, November 17, 2016 (access will not be available prior to 9am)

Teardown time: 12-2pm on Sunday, November 20, 2016 (storage will be provided for outbound shipping Monday, November 21)

Inbound box handling fees are listed below. Handling fees are charged for all boxes unless you personally carry them in AND out of the hotel

Outbound box handling requires you to provide your own shipping labels.

Hotel does not provide shipping labels and the Hotel Guest is responsible for scheduling pick up

NO BOXES WILL BE DELIVERED WITHOUT A FORM OF PAYMENT IN ADVANCE

CONTACT INFORMATION: Please print clearly

COMPANY NAME: _____

CONTACT NAME: _____ ONSITE CONTACT NAME: _____
(If different from Company Contact)

ADDRESS: _____

PHONE #: _____ FAX #: _____

E-MAIL: _____

Please print clearly

BOX FEES:

- # _____ BOX FEE @ \$5.00 each (0-5lbs per box)
- # _____ BOX FEE @ \$10.00 each (5-20lbs per box)
- # _____ BOX FEE @ \$15.00 each (20-50lbs per box)
- # _____ BOX FEE @ \$25.00 each (50+ lbs per box)

Be sure and bring your tracking numbers for all boxes to be delivered to your Exhibit Table. We are unable to assist in locating boxes without your tracking numbers and number of boxes delivered.

All boxes **MUST** be addressed to the Onsite Contact for your Company

This form must be received by the hotel **NO LATER** than November 10, 2016

If you don't know the exact number of boxes in advance you can estimate. You will only be charged for the actual # of boxes delivered

Please return your form directly to the Hotel NOT the Conference:

Please return this form to Bobby Elsasser and you will receive a secure E Authorization form from Reservation Connection for payment

Bobby Elsasser 626-795-7669-fax or scan and email to Bobby.Elsasser@WestinPasadena.com

All forms of payment **MUST** be submitted in advance. The hotel does not have the ability to accept a form of payment onsite

Address all boxes to the Company onsite contact in care of:

The Westin Pasadena

191 N Los Robles Ave., Pasadena, CA 91101

Modernist Studies Association Exhibitor