

## EXHIBITOR INFORMATION SHEET

- Vendors should schedule arrival of their packages no more than 24 hours before the first exhibit date. Vendor packages arriving earlier than 24 hours before the exhibit dates will accrue storage fees of \$50.00 per day (due in cash or by credit card when the package is claimed). Rates increase for oversized items requiring larger storage space.
- The Marriott Shoals Hotel is not responsible for lost or damaged items.

*Exhibitors are encouraged to adhere to the 24 hour limit  
Secure storage space is very limited*

Packages should be attentioned to;

**VENDOR NAME/COMPANY NAME**/(Attention:Tony Fowler)  
Marriott Shoals Hotel Conference Center  
**XXXXXXX Conference – MM/DD/YY**  
800 Cox Creek Parkway South  
Florence, Alabama 35630

**NOTE: Packages should be scheduled to arrive between the hours of 8:00 AM and 5:00 PM  
No staff will be onsite before or after these hours to receive shipments**

- The hotel's health department license does not allow outside food or beverages to be brought into, or distributed from, any public meeting space.
- After the conference, vendors should re-package and prepare their items for shipping, then attach a pre-paid label from their preferred carrier (Fed-Ex, UPS). Vendors who do not have a pre-paid label should complete a credit card authorization form, available at the front office of the conference center. It is the Exhibitor's responsibility to arrange pickup of their package, with the appropriate carrier.
- No items will be returned without full pre-payment, provided in advance of shipping. The hotel is not responsible for items left onsite. Items not labeled/pre-paid or requiring storage after the final date of the conference will accrue additional storage fees and may be discarded.
- Exhibitor electrical supplies are available for a one-time fee of \$25. High Speed internet is available for \$50 per connection, per day. Please return the attached credit card authorization form to [tony.fowler@marriottshoals.com](mailto:tony.fowler@marriottshoals.com) to request these services.

Dear Exhibitor:

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application.

- We ask you to please sign and date the form before submission.
- Please return the completed form
- Do not send photocopy of the front or back of the credit card with this form, as this is against credit card company regulations.

**Cardholder Information - Required**

Name as it appears on the credit/debit card and: \_\_\_\_\_

Card type:  Visa  MC  Amex  Diners/CB  Discover  JCB

Account type:  Personal  Corporate | Company  
Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone #: \_\_\_\_\_

Account number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address:  
(where statement is mailed) \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

**Rate Information and Approved Charges - Required**

All Charges  Room & Tax  Telephone (LD)  Telephone (Local)  Restaurant

Room Service

Valet (Laundry)

Parking

Internet Access (Exhibitor)  
\$50  
Per Connection/Per Day

Electrical Hookup (Exhibitor)  
\$25 One Time Fee

**For Exhibitors: Please List Conference Name/Dates:**

I certify that all information is complete and accurate. I hereby authorize Marriott Shoals Hotel & Spa to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

\*Marriott Shoals Hotel & Spa will obtain an authorization on your credit/debit card for the estimated amount of your charges 5 days prior to your first scheduled event.

**Cardholder name:**  
**(Printed)**

\_\_\_\_\_

**Cardholder signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_