



Group Name: FUTURECON

Date of Arrival:

Exhibitor Name: _____

Recipient's Name: _____

Contact Telephone: _____

Contact E-Mail: _____

Shipping and Receiving

Boxes/packages may be sent for arrival a maximum of 48 hours to groups' arrival. Please include: group name, exhibitor name, event manager name, and booth number.

Shipping address: Renaissance Dallas Richardson Hotel

Attn: Jennifer Cloutier + (Recipient's Name – Exhibitor) + (Group Name)

Hold for Arrival Date of MMM, DD, YYYY

900 E. Lookout Drive

Richardson, TX 75082

There will be a handling/storage charge as follows:

Box Size	Price	Qty	Shipping Date	Arrival Date	Carrier Name
36x24x24	\$12.00 per box per day				
Large Box / Display Case	\$20.00 per box/ case per day				
Pallets	\$100.00 per pallet per day				

Exhibitor Form Deadline:

Please return completed form to: jennifer.cloutier@atriumhospitality.com

For additional questions please contact:

Jennifer Cloutier, Sales Manager – 972.367.6347

A credit card must be submitted to finalize the request - a secure credit card link will be sent separately

++ Subject to a 25% service charge and 8.25% sales tax ++