



EXHIBITOR ORDER FORM

Event Name	<u>FutureCon 2026</u>	Date(s)	<u>5/6/2026 – 5/7/2026</u>
Company	<u></u>	Booth #	<u>N/A</u>
Contact Name	<u></u>	Phone #	<u></u>
Email Address	<u></u>		

SHIPMENTS

Shipments may be received (3) business days prior to the event. All packages must be labeled as follows:

On site contact name, c/o Alyssa Lo
HOLD FOR FUTURECON – **COMPANY NAME**
Hilton Bellevue
300 – 112th Avenue SE
Bellevue, WA 98004

\$10.00 per box max of 50 lbs

Larger packages are subject to additional fees at hotel's discretion, contact your Services Manager for details

Pallets at \$150.00 per pallet

Outbound shipments must be packed, sealed, and labeled, and must have the pickup scheduled by the shipper. Packages must be picked up within (3) business days of the conclusion of the event.

BANNER HANGING

No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Should a banner need to be hung, Hotel Engineering staff must hang all signs and truss.

AUDIO VISUAL SERVICES

For any additional Audio Visual support, including power and internet requirements, please contact our AV partner via email at hiltonbellevue@encoreglobal.com

****ALL PRICING IS SUBJECT TO PREVAILING SERVICE CHARGE AND TAX, CURRENTLY 24% AND 10.3% RESPECTIVELY****

Please return completed forms to:

Alyssa.lo@hilton.com

Once received, a link will be emailed to you for credit card information submission