



Sheraton Bloomington

H O T E L
MINNEAPOLIS SOUTH

7800 Normandale Boulevard Bloomington MN 55439-3145
Hotel: 952-835-7800 Fax: 952-896-5388
Engineering Phone: 952-893-8499
A/V Phone: 952-896-5373

Customer Name: _____ Booth # _____

Exhibitor Name: _____ Exhibitor Set-up Date: _____ Time: _____

Address: _____ Exhibitor Tear-down Date: _____ Time: _____

City/State/Zip _____ Name of Event: _____

Contact _____ Credit Card Type/Name: _____

Phone Number: _____ Acct# _____ Exp. Date _____

Fax Number: _____ Authorization Signature _____

Package And General Information:

	Quantity		Price	Sub-total
Box Delivery	_____ x		\$5.00 / Box	_____
Pallet Delivery	_____ x		\$60.00 / Pallet	_____
			Total Charge	=====

Please note: This form is for exhibitors who are sending shipments to the Sheraton Bloomington Hotel Minneapolis South.

Any materials shipped to the hotel may not arrive earlier than two(2) days prior to your event and may not remain on property longer than two(2) days following your event.

All materials must bear the name of your group, the name of your on-site contact and the date of your event.

All Shipping charges must be paid for by your company or group.

A delivery fee of \$5.00 per box or \$60.00 per pallet will be assessed.

Special Instructions at arrival.

Outbound freight must be pre-arranged by the Exposition Company or with your own freight company.

Sheraton Bloomington Hotel Minneapolis South is not liable for packages left behind after your event closes.

If you have any questions regarding the shipping and receiving process, please contact the Receiving Department or your Convention Manager.

House Use Only

Date: _____ Av: _____ Engineer _____ PBX: _____

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