Exhibitor Shipping Form

Any materials being sent to the Hotel must be marked as follows and should not be scheduled to arrive more than two (2) weeks prior to the conference start date:

Address Package to Hotel as follows:

1. Complete Return Address
2. Number of boxes (i.e., box 1 of 4, box 2 of 4, etc.)
3. Address package to the Hotel as follows:

   Hold for Arrival: Guest's Name, Healthy Teen Network EXHIBITOR Organization Name, and Arrival Date
   Attention: Denise Harden-Event Planning Manager
   Shipping Address:
   Hyatt Regency Miami 400 SE 2nd Ave.
   Miami Fl, 33131

Handling Rates:
The handling charge is $10.00 per box/package and $75 per pallet. Handling charges do not include shipping charges

Payments:

Payments are made directly to the hotel. Please note if you would like to pay by guest room charge or credit card authorization (see attached form).

Delivery:

Please fill out this form and send to katie.kulp@conferencedirect.com or bring onsite for you. Katie will ensure delivery of your boxes and correct payment.

Healthy Teen Network

HYATT REGENCY MIAMI

Exhibiting Company Name: _____

Main Contact: _____

Onsite Contact: _____

Onsite Phone Number: _____

Email: _____

Number of Boxes: _____ **Tracking Number(s)** _____

Form of Payment:

☐ **Guestroom Charge** ☐ **Credit Card Authorization**

Name of Guest *(if guestroom charge):* _____

Authorization Signature: _____ **Date:** _____

Healthy Teen Network is not responsible for lost or mishandled boxes. Please return this form katie.kulp@conferencedirect.com prior to event or provide to Katie onsite. Please email Katie for questions prior to event or text/call 301.928.3990 once onsite.