EXHIBITOR FORM/ BOX HANDLING

GROUP / PROGRAM NAME: American Wind Energy Association, AWEA
PROGRAM DATES: February 24 – 28, 2020

BOX HANDLING CHARGES

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<th>QTY.</th>
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TOTAL $ 

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Exhibitor Information

| COMPANY NAME: |
| CONTACT NAME: |
| BOOTH NAME / NUMBER: |
| PHONE NUMBER: |
| EMAIL: |
| ON-SITE CONTACT: |
| ORDERED BY: |
| STREET ADDRESS: |
| CITY: |
| INSTALLATION DATE: |
| REMOVAL DATE: |

ADDITIONAL NOTES

Pre-payment must accompany all orders unless prior arrangements have been made.

Full charges will apply if equipment of services are cancelled within 72 hours of the event start time.

I WARRANT AND REPRESENT THAT I AM AUTHORIZED TO AGREE THAT CHARGES ARE POSTED TO THIS CREDIT CARD.

ALL REQUESTS MUST BE RECEIVED 10 DAYS PRIOR TO THE PROGRAM DATES.

Note if form has not been received, boxes will not be delivered to dedicated exhibit booth/meeting room.

PLEASE EMAIL FORM TO YOUR GROUP CONTACT:

ALL BOXES MUST BE LABELED:

HOTEL DEL CORONADO
CONFERENCE NAME
YOUR COMPANY NAME / BOOTH NUMBER / MEETING ROOM NAME
ATTN: NAME OF PERSON THAT WILL CLAIM THE PACKAGE
1500 ORANGE AVENUE
CORONADO, CA 92118

Drayage is defined as:
Shipping Procedures

Receipt of common freight, boxes, pallets or crated items delivered to the Hotel del Coronado from an outside carrier or exhibitor’s vehicle. Charges for set-up or breakdown of materials are not included.

**Meeting Planner Drayage Policies and Charges:**

- Materials should not be shipped to arrive more than three business days prior to the start of the conference.
- Drayage includes ANY conference materials shipped to the hotel for placement in a meeting room, registration area or exhibit area.
- Drayage will be posted to master account or credit card on file.

**NOTE:** Any Exhibitor material received by the Hotel before the actual day of scheduled exhibit set-up will be assessed our standard drayage fee outlined above regardless if an Exposition Service Company name is placed on material. This will be in addition to any fees paid to the Exposition Service Company by Exhibitor. No material is refused unless shipped Collect.

**Exhibitor Drayage:**

- Drayage that is not covered by the meeting planners or groups as outlined in the sales agreement.
- Includes any common freight and crated exhibits set to the Hotel del Coronado from an outside carrier or exhibitor’s vehicle.
- For exhibits larger than fifteen (15) displays/booths, arrangements for exhibit materials and drayage must be made with an off-property exhibit company for delivery on the contracted move-in day and the contracted move-out day.

**Payment of Exhibitor Drayage:**

- After quantity of drayage assessed by Mailroom center, bill will be prepared for exhibitor.
- Once the exhibitor contacts mailroom center for materials, bill will be given to exhibitor.
- Exhibitors must sign drayage charges and indicate payment method before release of materials.
- Payment may be made via account (if the exhibitor is a hotel guest), credit card, check or cash.

**Exhibitor / Meeting Planner storage area(s) and on-site contact(s):**

- Upon arriving on property, packages / freight that has arrived to the hotel will be stored in the secured storage room.
- Please contact the hotel mailroom center to arrange delivery of your packages. They can be reached at dialing x 8885 from a guest room or house phone.
- Once you are in contact with the Mail Room, information regarding location and transport of materials can be arranged.

**Disclaimer:** Hotel del Coronado will not be responsible for materials that are addressed incorrectly. Please do not address material to hotel staff. Only use convention or conference name.

**Outbound boxes and pallets:**
Shipping Procedures

- Outbound cargo will be shipped per the instructions of the Group Planner, Individual or vendor.
- All freight charges will be assessed to either the Group Master Account or the Individual Account.
- Handling fees apply for outbound

NOTE: Each label needs to be filled out completely. Guests can use their own FedEx Express or UPS account number. For UPS Ground – Guest must call UPS directly and schedule a pick up.

If you wish to arrange for pick up from a difference carrier, the hotel event manager should be notified of the company; date and time of pick up; and number of outgoing pieces. The hotel will store properly sealed and labeled materials for up to (2) days following the function for shipping out.