



Hyatt Regency Crown Center
 2345 McGee Street
 Kansas City, MO 64108 USA
 Tel: (816) 421-1234
 Fax: (816) 398-4931

EXHIBITOR SHIPPING FORM

Event Information:

Company / Event Name: _____
 On-Site Contact: _____
 Address: _____
 City / State / Zip: _____
 Telephone: _____ Fax#: _____
 Email Address: _____
 Function Date(s): CareerMD Career Fair - September 9, 2010

Shipping Fees

Letters/Envelopes - \$5.00 each
 Boxes 0-19 lbs - \$10.00 per box/package
 Boxes 20-49 lbs - \$15 per box/package
 50 lbs and up - \$25 per box/package
 Shrink Wrapped Pallets - \$100 per pallet
 Oversized & Display Cases \$25 per box/package

*******A PHOTOCOPY OF THE FRONT & BACK OF THE CREDIT CARD MUST BE PROVIDED *******

**Signature on the card copy must be legible. The card signature and the signature listed below must be the same.
 (Per guidelines sent to us by Visa, Master Card, American Express, Diners & Discover, this form must be completed in its entirety.)**

Payment Information: *Please note that credit card will be charged for the potential estimated charges 5 days prior to date of event*******

My signature authorizes the Hyatt Regency Crown Center to charge my credit card (listed below)
 for payment of Shipping Fees.

Credit Card Information:

Credit Card Number: _____ Exp Date: _____

Credit Card Type (circle one): Amex MC Visa Discover Diners JCB

Cardholder's Name (as listed on card): _____

Cardholder's Signature: _____ Date: _____

For Internal Use Only:

Sales/Catering Manager: Scott Palmberg

Estimated Potential Revenue: _____

**If charges are to be pd by check after function, cc charges will be reversed after 5 business days*

Accounting:

CC Approval # _____ Date _____

CL Account #: _____ Completed by: _____