

Madison Marriott West

Exhibitor Services Form

Please submit via email at eric.borchert@marriott.com no later than 14 days prior to Show (**March 19, 2020**). Orders received less than 14 days prior to Show (**March 16, 2020**) are subject to equipment availability and will be charged the Late Price.

Name of Show: WI Association of Meat Processors - WAMP	
Date of Show: April 16-19, 2020	
Exhibitor Company Name:	Booth #:
Contact Name:	
Phone Number:	
Email:	
EMAIL ADDRESS FOR CREDIT CARD LINK (If Different):	

Item	Quantity	Price**, each	Late Price**,each
Extra Stack Chair		\$10.00	\$17.50
8' table		\$30.00	\$52.50
6' table		\$30.00	\$52.50
Cocktail round		\$30.00	\$52.50
Wireless High-Speed Internet (for 1 device connection)		\$25.00	\$45.00
10 amp circuit w/ power strip (laptops, low amp booth lights)		\$60.00	\$105.00
20 amp circuit (medical equipment, food service equipment) SEE PAGE 2 FOR SPECIAL ELECTRIC NEEDS		\$85.00	\$149.00
Box Handling under 40 lbs		\$5.00	\$5.00
Box Handling over 40 lbs or Display Cases		\$20.00	\$20.00
Pallet or Crate Handling (weight / 100 = CWT) (CWT x \$25)		\$25.00 per CWT	\$50.00 per CWT
Uncrated Handling (weight / 100 = CWT) (CWT x \$35)		\$35.00 per CWT	\$70.00 per CWT
Forklift with Operator usage for loading or unloading from your truck or your shipping company's truck		\$50.00	\$87.50

** All prices subject to WI Sales tax of 5.5%

Please email completed form to Marriott Madison West at eric.borchert@marriott.com
After this form is received, you will receive a secure link for your credit card payment.

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SPECIAL ELECTRICAL NEEDS

Please list what type of equipment you are plugging in:

Single Phase – Special Connections (Advance Orders Only)

Quantity	Description	Cost	NEMA spec # *
	20 Amp 208 V	85.00	
	30 Amp 208 V	95.00	
	40 Amp 208 V	105.00	
	50 Amp 208 V	125.00	
	60 Amp 208 V	135.00	
	Over 60 Amp 208 V	235.00	

3 Phase – Special Connections (Advance Orders Only)

Quantity	Description	Cost	NEMA spec # *
	20 Amp 208 V	125.00	
	30 Amp 208 V	150.00	
	40 Amp 208 V	175.00	
	50 Amp 208 V	200.00	
	60 Amp 208 V	225.00	
	Over 60 Amp 208 V	325.00	

NEMA Spec # - Refers to the type of plug on your equipment and can be found on the plug itself

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Shipping & Receiving Policies

- Please use the following address to ship all packages:

Madison Marriott West
1313 John Q Hammons Drive
Middleton, WI 53562

Hold for WI Association of Meat Processors - WAMP, 4/16-19/2020
 BOOTH NAME, BOOTH NUMBER
 BOX 1 OF 4 (BOX 2 OF 4, ETC)

- All packages should be scheduled to arrive no more than 72 hours prior to Show date. Packages that arrive prior to that will incur a storage fee in addition to the handling fee.
- FedEx Air/Ground and UPS Air/UPS Ground have to be scheduled for pickup by the client wishing to ship. This service IS NOT PROVIDED by the hotel. We do have FedEx/UPS forms on property for your convenience.
- FedEx Home Delivery is also a ground service and needs to be scheduled by the client in advance for pick up.
- Form of Payment is a valid FedEx account number or a UPS account number. If no form of payment is applied, the packages will not be shipped.
- When packages are ready to be shipped out, please have all of the necessary paperwork on all packages (FedEx, UPS Labels) and leave them in the booths for the banquet department to pick up. You are also welcome to call the banquet staff by using any house phone located on the walls of the trade center. Do NOT label them as Marriott being the sender, this is not accurate. Your company and/or name should be listed as the sender.
- The Marriott Staff will pick up the packages and deliver them to the appropriate pickup area for outgoing shipping.
- Should you have questions regarding our shipping procedures, please contact Jason Hiestand at 608-831-2000 x 1061, or Jason.hiestand@atriumhospitality.com