

## EXHIBITOR INFORMATION

Association of Information Technology Professionals  
April 26-30, 2008

### **Package Handling**

The Peabody offers package and box handling for our guests and groups. The following information explains the method and prices for all packages. Please read this document carefully and contact your Conference Manager to discuss your box handling needs.

All boxes and packages are received through our Package Services Department. Each package will be processed with our package track-it system upon arrival. Our Guest Package Department will handle the billing instructions on the form.

Packages should arrive at the hotel no more than three days prior to the guest or group's arrival date (***not earlier than April 23, 2008***). Packages received prior to this date shall be assessed storage fees in addition to handling charges.

The Peabody has very limited storage space. **LARGE AND/OR FRAGILE SHIPMENTS MUST BE SENT THROUGH A DRAYAGE COMPANY.** We will be happy assist you with names of local drayage companies.

Note that any box remaining in the hotel more than one day after an event will be shipped back to the sender and billed to the group master billing.

To ship packages out of the hotel, you will need to complete your Shipping Form, available from our Package Handling office at extension 3642. Packages must be properly wrapped and addressed, including airbill, for shipment with Peabody shipping form attached before the hotel will process them for shipment. If a freight shipper will be coming to the hotel to deliver or pick up, those arrangements should be made in advance through your hotel contact. Any freight shipper must use our loading dock and follow the attached load in and load out procedures.

For proper handling, please ship the boxes/packages to the exhibitor's attention:

**Attention: (Name of On-Site Exhibitor Contact)  
Arriving Exhibitor – AITP  
April 26-30, 2008  
The Peabody Memphis  
149 Union Avenue  
Memphis, TN 38103**

Page Two  
Exhibitor Information

Please fill out and complete the attached package handling form and complete the credit card authorization. However, there is no need to fill out the credit card authorization form if you wish to post the charges to your hotel room.

SPECIAL NEEDS SHIPPING: Any items not mentioned on our Package Information Sheet – Please contact your group's Conference Manager.

### **Electrical or Power Requirements**

AITP has arranged for basic power for your exhibit area. Please contact your group's Conference Manager if you have special power requirements.

### **Audio-Visual Equipment**

SWANK Audio-Visuals is the preferred audio-visual provider of The Peabody Hotel. Attached is an order form if you wish to arrange for any special audio-visual equipment from Swank. If you will be bringing in your own AV equipment or will be working with an outside vendor, please contact your group's Conference Manager.

### **Other Facilities and Services**

AITP has arranged for your exhibit area, which includes basic furniture, basic cleaning services done at the end of the day, and the facilities' existing heating, ventilation and air-conditioning. Please contact your group's Conference Manager for additional special requirements (easel stands, special linens, food & beverage for your booth/exhibit space).

### **Contact Information**

Marjorie Trott  
Conference Manager  
The Peabody Memphis  
Direct: (901) 529-4198  
Fax: (901) 529-3629  
marjorie.trott@peabodymemphis.com

\*\*All order forms must be completed and faxed to (901)529-3629 on or before **April 18, 2008**.\*\*

Thank you and we look forward to welcoming you to the South's Grand Hotel!

## EXHIBITOR INFORMATION

### FAX COVER SHEET

Association of Information Technology Professionals  
April 26-30, 2008

To: Marjorie Trott  
The Peabody Memphis  
Fax: 901-529-3629

From: \_\_\_\_\_

Company: \_\_\_\_\_

Sender's Contact # \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please check here if you are:

- Shipping boxes to the hotel
- Ordering audio-visual equipment for your booth/exhibit

Billing Information for the above services:

- Credit card authorization attached
- Charge to guest room (for in-house guests only)

Notes



Dear Exhibitor,

Please complete this form for any shipments you may be sending to the hotel for your tabletop exhibit area. Also, please complete the attached credit card authorization form.

**Both can be faxed to 901-529-3629.**

Qty.	Unit	Description	Unit Price	Total
	-	Letter/s	\$ 5.00	\$
	Pound/s	Boxes (over 20 pounds)	\$ 0.75	\$
	-	Boxes (under 20 pounds)	\$ 10.00	\$
	-	Weekday Pallette delivery (plus cost per pound)	\$ 85.00	\$
	-	Weekend Pallet delivery (plus cost per pound)	\$140.00	
	Days	Storage (in excess of 4 days prior to start of function), per box	\$10.00	\$
<b>TOTAL</b>				<b>\$</b>

Exhibitor Company Name: \_\_\_\_\_

Guest/Exhibitor Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Deliver To (Function Room): \_\_\_\_\_

On (Date/Time): \_\_\_\_\_ Booth# \_\_\_\_\_

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**FOR HOTEL USE ONLY:**

Delivery Date/Time: \_\_\_\_\_

Shipping Clerk: \_\_\_\_\_

**\*\*Please complete the attached credit card authorization\*\***

# The Peabody Memphis

## Credit Card Authorization

I, \_\_\_\_\_, hereby authorize The Peabody Hotel to charge my credit card for payment of all hotel services listed below.  
I also understand that, unless otherwise specified, the listed credit card will be charged for **all** the hotel services.

Name of Person or Company Being Paid For: \_\_\_\_\_  
(attach rooming list, if required)

Dates At Hotel: From \_\_\_\_\_ To \_\_\_\_\_

Specific Charges:     Package Handling

Other Charges: \_\_\_\_\_

Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_

Card Holder's Name (print): \_\_\_\_\_

Card Holder's Address: \_\_\_\_\_

Card Holder's Phone#: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp# \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

- **Please include a photocopy, front and back, of the credit card.**
- **Photo copy of card holder's Driver License**
- **Credit card holder's name, number and signature must be legible.**
- **All items on this form must be completed in order to process authorization.**