

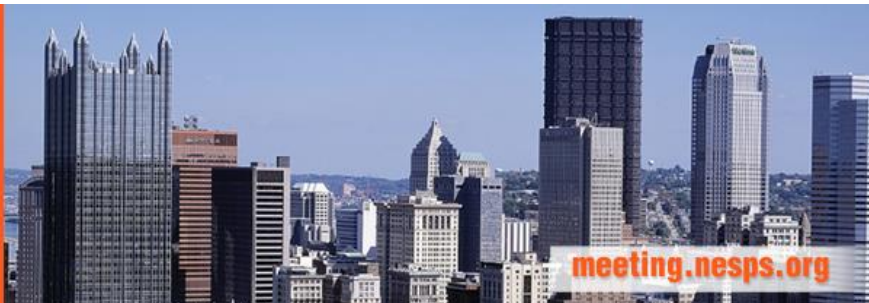


36th Annual Meeting

October 4-6, 2019

Fairmont Hotel

Pittsburgh, Pennsylvania



EXHIBITOR SHIPPING INFORMATION

INBOUND SHIPMENTS

Exhibitors may ship materials no earlier than 3 days prior to arrival, October 1st, as storage is limited. The hotel will deliver exhibitor packages to the exhibit hall for set up as long as the credit card authorization form on the next page has been completed and sent to the hotel's event manager.

PLEASE USE SHIPPING LABEL FORMAT BELOW:

Attn: Rebecca Hallman, Corporate Sales and Conference Manager
Fairmont Pittsburgh
510 Market Street
Pittsburgh, PA 15222

Group: NESPS 2019 Annual Meeting | Oct 4-6
Group Contact: Edward J Weldon
COMPANY NAME | ONSITE REP NAME
Number of Boxes: _____ of _____ (example 1 of 6)

Box receiving and storage pricing is as follows and is based on weight per box:

Weight	Handling/Delivery Fee
0.0 -1.0 pound envelopes	\$0.00
1 – 10 pounds	\$5.00
11 -20 pounds	\$10.00
21 -50 pounds	\$15.00
Over 50+ pounds	\$20.00
Pallet/Crate	\$50.00/each

OUTBOUND SHIPMENTS

The hotel does not have an onsite business center: all outbound packages must be labeled with a pre-paid label. Hotel staff will pick up from the exhibit hall and deliver to the loading dock. FedEx makes regular pick-ups at the Fairmont Hotel. For all other carriers please notify the Concierge team and they will call in all pickups directly to ensure there is no confusion.

Incoming guest parcels are handled / delivered by the hotel receiving department and concierge desk. Such parcels, packages, crates and/or pallets delivered to and handled by the receiving department and concierge desk will be charged a handling and delivery fee, of which \$1.50 is a gratuity that is

distributed to the concierge staff and, as appropriate, other staff, and the remaining amount is retained (not distributed as a tip or gratuity to the Hotel's employees) by the Hotel. These fees apply per package or pallet/crate being delivered. All guests must sign a waiver upon receipt of the package or upon requesting a package be delivered to their guestroom should they not be present for the delivery. There will be no fees for outgoing parcels, packages, crates and/or pallets.

For additional questions about shipments contact:

Rebecca Hallman | Corp. Sales and Conference Manager
T: 412-773-8800
email: Rebecca.Hallman@fairmont.com



VENDOR SHIPPING FORM

Northeastern Society of Plastic Surgeons (NESPS) Annual Meeting | October 4-6, 2019

GROUP OR EVENT NAME _____

LAST NAME _____

FIRST NAME _____

COMPANY _____

EMAIL ADDRESS _____

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

TELEPHONE NUMBER _____

of Boxes being shipped _____

SHIPPING RATES

Weight	Handling/Delivery Fee
0.0 -1.0 pound envelopes	\$0.00
1 – 10 pounds	\$5.00
11 -20 pounds	\$10.00
21 -50 pounds	\$15.00
Over 50+ pounds	\$20.00
Pallet/Crate	\$50.00/each

POWER & INTERNET REQUESTS

Wireless Internet **\$75.00 per access code**

Power Strips **\$10.00 each** **# requested** _____

Additional Information

PAYMENT METHOD

Guaranteed by my credit card (AMEX, MasterCard, Discovery, VISA, En Route, Diners Club, JCB)

Once the form is returned to the hotel a SecurePay link will be sent to the email address listed above to be filled out with payment information.

SIGNATURE: _____

PLEASE RETURN COMPLETED FORM TO REBECCA HALLMAN via Rebecca.Hallman@fairmont.com

If you have further questions about your shipment Rebecca Hallman, T: 412-773-8800