

NC Rheumatology Association Exhibitor Form

Please return the vendor form by Friday, 2/28.

Vendor Name: _____

Mailing Address: _____

Contact Name: _____ Phone Number: _____

On-site contact: _____ Phone Number: _____

Tracking Numbers: _____

Estimated time of delivery: **(Packages are to arrive no earlier than Wed, 3/12)** _____

Please list below the number of items to be shipped by your company:

_____ Pallet (no wider than 34", no taller than 78")

_____ Crate/Display Case

_____ 5lb or less including envelopes

_____ 6lbs to 20lbs

_____ 21lbs to 50lbs

_____ Over 50lbs

Shipping Information:

Please send your items to the following address:

Washington Duke Inn, 3001 Cameron Blvd, Durham, NC 27705

Attn: Jessi Newcomb

The group name, vendor company name and the contact's name should be listed on the shipping label.

Return Shipping: Please make sure to bring the return shipping labels with you. We do have UPS and FedEx Labels. All items must be picked up by Monday, 3/17.

Please note: All exhibitors are responsible for collecting and moving their materials. They must check in with their meeting contact for location and access to deliveries. The Washington Duke Inn is not responsible for moving products/packages within the hotel. The client is responsible for the movement and preparation for delivery pick up.

Please list below the Audio Visual requirements of your booth:

___ Power strip & Extension Cord Package \$17.50 per package

___ Ethernet connection \$80.00 each

___ 65" Monitor \$250.00 per monitor

All Audio-Visual Equipment is charged daily and subject to 7.5% sales tax and 24% service charge. Once the form is fill out we will send a credit card authorization form via our Sertifi Secure System to confirm the order.

Please contact the Conference Services Manager with any questions:

Jessi Newcomb

Direct Line: 919-313-9602

Email: jnewcomb@wdjgc.com