



# The Seelbach Hilton

LOUISVILLE

## Vendor / Exhibitor Requirements

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

**Vendor Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Power for Exhibit Table:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** (Billed at prevailing rates, currently \$40.00 per day plus 24% Service Charge and 6% Ky Sales Tax)

**Wireless Internet Connectivity:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** (Billed at prevailing rates, currently \$25.00 per day plus 24% Service Charge)

**Table Name / Number:** \_\_\_\_\_ (Location Determined by Group Contact)

**Number of Boxes / Pallets:** \_\_\_\_\_ **Boxes** \_\_\_\_\_ **Pallets** (Please See Shipping and Handling Instructions on Page 2)

### Payment:

Please charge my credit card (circle one)     Visa     Master Card     American Express     Discover

Name as it appears on card: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

*I hereby authorize **The Seelbach Hilton** to bill my credit card for the charges detailed above.*

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

E-Mail Address: \_\_\_\_\_

**A CLEAR Photocopy of the Front & Back of the card must accompany this form**

Please fill out and fax no later than two weeks prior to the event to:

Seelbach Hilton  
Attn: Jeremy Miller  
500 Fourth Street  
Louisville, KY 40202  
Phone: (502) 585-9218 Fax (502) 585-9240  
[jmiller@seelbachhilton.com](mailto:jmiller@seelbachhilton.com)

*For Official Use Only:*

Received by: \_\_\_\_\_ Account Code: \_\_\_\_\_

Estimated Charges: \_\_\_\_\_

**Shipping Instructions:**

Packages are to be scheduled for delivery no more than 5 days prior to the start of the event. Please make sure to label all shipments as follows:

Group Name  
Vendor Name  
Date of Event  
c/o Jeremy Miller, Convention Services Manager  
Seelbach Hilton  
500 Fourth Street  
Louisville KY, 40202

**Handling Fees:**

All packages will be delivered to the exhibit hall (or vendor's tables if possible) the morning of the event set-up. All packages will be assessed the following handling fees:

Packages up to 50 Lbs - \$3.00 per Box  
Packages from 50 – 100 Lbs - \$10.00 per Box  
Packages over 100 Lbs - \$20.00 per Box  
Pallets\* - \$100.00 per Pallet

\*Pallets of boxes may be broken down for delivery, pallet handling fee will be assessed. All Pallets must be able to fit through a standard doorway or additional handling fees may be charged.

**Return Shipping:**

At the conclusion of the event, any boxes that need to be shipped out must be sealed and properly labeled for return shipping.