



MCTLC Conference 2019
EXHIBITOR INFORMATION

SHIPPING AND HANDLING: Your Catering/Conference Services contact must be notified in advance of any shipping arrangements. To ensure proper delivery, each item must be labeled as follows:

Crowne Plaza Minneapolis West
ATTN: Leni Bohme
MCTLC Conference, Oct 25 – 26, 2019
3131 Campus Drive
Plymouth, MN 55441

The hotel will not accept C.O.D. packages. Materials should not be received more than two (2) days prior to the function, nor picked up more than two (2) days following the completion of your function. Any items stored prior to or after this are subject to additional storage fees of \$25 per package per day or \$75 per pallet per day, billable to the Groups Master Account. Upon arrival, please see Conference Services to coordinate the location of your boxes. Hotel will gladly distribute your boxes to such location but will not be responsible for setup or breakdown of your materials. Hotel resumes no responsibility for packages damaged, lost or stolen. Any outgoing items will need to be coordinated with Conference Services. Packaging, labeling, and shipping of materials out of the hotel is the shipper's responsibility. The Crowne Plaza Minneapolis West will be happy to accept delivery and arrange for storage of your materials. Please note the applicable fees:

	Quantity	Rate	Total
Box(es) under 50 lbs		\$10.00	
Box(es) or case(s) over 50lbs., and display box(es), poster(s), large tube(s), or oversized box(es)		\$15.00	
Small wooden crate(s) under 150 lbs		\$75.00	
Shrink wrapped pallet(s) and wooden crates over 150 lbs. (must be self-contained and properly sealed)		\$150.00	

Note: Loading Dock Clearance: 13' 3"

ADDITIONAL SERVICES	Quantity	Rate	Total
Standard Electrical Service, 120 Volts Includes power strip and/or extension cord		\$15 daily	
1-800 Phone Line		\$55 daily	
Wireless Internet		FREE	
Wired Internet		\$55 daily	
20" – 25" Flat panel monitor		\$125 daily	
42" – 48" Flat panel monitor w/ cart & VGA cable		\$195 daily	

Note: A 24% hotel service charge and 7.525% sales tax will be applied to all charges.

The Crowne Plaza Minneapolis West has a wide variety of audio/visual equipment and services available for your booth or display needs. Please contact your Catering/Conference Services Manager in advance to determine the availability of any additional items you may need.



PAYMENT INFORMATION

I, _____, give authorization to the Crowne Plaza Minneapolis West, located at 3131 Campus Drive, Plymouth, MN, to charge my credit card to pay for the following: (Please Circle all that are applicable)

◆ VENDOR SERVICES

◆ MEETING ROOM/PRESENTATION

Meeting or Special Event

Event Name: MCTLC Conference Event Date: October 25 – 26, 2019

Exhibitor Name/Company: _____

Email Address: _____

Phone Number: _____

Credit Card Information

Name as it appears on credit card _____

Signature of Credit Card Holder _____

Type of Card _____ **TOTAL CHARGES FROM ABOVE** _____

Credit Card Number: _____ Expiration Date _____

Billing Address for this Credit Card: _____

City, State, Zip: _____

***Please return by fax to 763.559.1053 (Conference Services) or via email
A fax photocopy of this authorization shall be as valid as the original***