



## Exhibitor Information & Pricing Sheet

We look forward to welcoming you to The DoubleTree by Hilton Burlington, Vermont and are here to help you with whatever you may need in order to have a successful event at our hotel. To fully understand the services we offer, and for us to be prepared for your needs upon arrival, please complete the following electric and shipping information below.

Completed forms and credit card authorizations should be sent to:  
Sherri Neumann at [sherri.neumann@hilton.com](mailto:sherri.neumann@hilton.com) or faxed to 802-865-6613

**Event Name:** \_\_\_\_\_ **Event Dates:** \_\_\_\_\_

**Exhibitor:** \_\_\_\_\_ **Exhibitor Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

### Electrical & Audiovisual Needs

- Single Phase outlets to 20 amps, 120 volts - \$30 per day / Number of Days \_\_\_\_\_
- Single Phase outlets to 20 amps, 208 volts - \$30 per day / Number of Days \_\_\_\_\_
- HSIA Wired \$166.78 per devise
- HSIA Wireless \$43.23 per devise
- Please contact the hotel for additional circuits or for any other electrical requests

Total Cost \$ \_\_\_\_\_

### Shipping & Handling Information

- If your event host is providing drayage services through the show decorator, we require all vendors utilize that service
- Cost(per package):
  - 1-50 lbs. - \$15 - Number of Packages \_\_\_\_\_
  - 51-100 lbs. - \$25 - Number of Packages \_\_\_\_\_
  - 100+ lbs. - \$50 - Number of Packages \_\_\_\_\_
  - Pallets and Crates\* - \$150 each

Total Cost \$ \_\_\_\_\_

- Any package delivered or picked up more than 3 business days before or after an event will be charged a \$10 storage fee per day.
- All packages will be delivered to the package pickup station the morning of setup day for that event. This can be located through your events registration desk.
- Every package must include the event name, date and the vendor's name and contact information.

\*Please note this is subject to change based on the receiving and handling requirements per crate.

**Please contact Sherri Neumann with any questions or concerns  
at 802-865-6662 or at [sherri.neumann@hilton.com](mailto:sherri.neumann@hilton.com)**

Doubletree by Hilton Hotel Burlington 870 Williston Road, South Burlington, VT 05403