



## 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.

A secure link will be sent via Sertifi to the email address provided to fill out a credit card authorization form.

Please email completed form to [Monica.Marshall@Hilton.com](mailto:Monica.Marshall@Hilton.com)

### Electrical & Audiovisual Needs

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- Basic Booth: up to 5 amps (lighting, laptop & T.V.) - \$40 per day
- Basic Booth Plus: dedicated 15 amp circuit (extra lighting and additional power needs) - \$45 per day
- Power Strip: \$15 per day
- HSIA Wired: \$175 per device (if you need hard wired high speed please contact the hotel)
- HSIA Wireless: \$55 per device

Dates of requested service: \_\_\_\_\_

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

**\*Please contact the hotel for additional circuits or for any other electrical requests**

**\*We encourage all booth lighting to be LED**

**\*Any requests made within 24 hours of the event date are not guaranteed**

### Shipping & Handling Information

***\*If your event host is providing drayage services through the show decorator, we require all vendors utilize that service***

**Please ship packages to: DoubleTree by Hilton Burlington Vermont  
870 Williston Road.  
Burlington, VT 05403**

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

**\*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, event date and the vendor's name and contact information for who's picking up.**

