



Vendor and Exhibitor SHIPPING Information

Below you will find the specifications for all vendors and exhibitors taking part in events held in the Meeting and Events Center at MGM Grand Detroit. We ask that you please read the following information carefully to ensure that the execution of all events goes as smoothly as possible. Please feel free to contact the Conference Service Manger handling your event should you have any questions: **Laura Bolduc – lbolduc@det.mgmgrand.com**

SHIPPING MATERIALS:

Inbound:

Hotel will accept most packages and freight up to seven (7) days prior to arrival. Handling fees will apply for all incoming and outgoing shipments. For accuracy in shipping your material, please use the following shipping information:

MGM Grand Detroit – Meetings and Events

Attention: Laura Bolduc

RE: CUES Future Summit February 5-8, 2019

1777 Third Street

Detroit, MI 48226

Hold For: Insert Guest/Company Name Box: # of #

The Hotel Sales and Catering Departments must be notified of any incoming packages and freight at least seven (7) days prior to the arrival of the shipment. *Please email or fax the Conference Service Manger handling your event all tracking numbers for boxes shipped to the hotel prior to arrival.*

SHIPPING AND RECEIVING HANDLING FEES:

Applicable fees are the responsibility of the individual exhibitor. These fees may be applied to the exhibitors' individual guestroom if applicable. If they are not a hotel guest, a credit card authorization form must be completed for shipping fees. A copy of this form can be found on the second page of this document.

All Vendor Booths and Boxes shipped ahead of time will be delivered to Exhibit Area prior to event. Please be sure that your onsite representative has accurate tracking numbers to verify delivery.

MGM Grand Detroit is not responsible for assembly or teardown of vendor materials including, but not limited to booths and/or table top displays.

Outbound:

Vendors are responsible for their own shipping labels/postage for all boxes to be shipped out after event. Shipping labels/postage must be adhered to the all boxes by vendors/exhibitors. No shipping or packing materials will be provided by MGM. Outgoing parcels must be delivered to the designated conference drop-off location no later than 1:30 p.m. for same day shipping.

If boxes have been arranged for pick up by SPECIALTY COURIER SERVICE details must be pre-arranged with Conference Service Manger handling your event to ensure packages are available in the accurate location at time of pickup. Additionally, CLEAR instructions must be taped to all boxes indicating where and when pick-up will take place.

Please note the Hotel Receiving Department is closed on Sundays.



PAYMENT CARD AUTHORIZATION

Return forms to:

1777 Third Street - Detroit, MI 48226
 Phone: 313.465.8773 Fax: 313.965.3788

version: 3.0
 10/30/2013

TRANSACTION INFORMATION:

HANDLING FEES :		
<input type="checkbox"/>	0 - 5 Boxes	\$10.00
<input type="checkbox"/>	6 - 10 Boxes	\$20.00
<input type="checkbox"/>	11 - 15 Boxes	\$40.00
<input type="checkbox"/>	16+ Boxes	\$60.00
<input type="checkbox"/>	Full Pallet	\$75.00
<input type="checkbox"/>	2+ Pallets	\$150.00

Total Charges: \$ _____

TRACKING NUMBERS (list below or attach list):

****See complete "Vendor and Exhibitor Information" for accuracy in inbound and outbound shipping procedures.****

COMPANY/EXHIBITOR NAME: _____

BOOTH # (if known): _____

CONFERENCE NAME: _____ **ARRIVAL DATE:** _____

****Please Note:** All AV needs such as power and internet are ordered and billed directly through Encore Productions, unless otherwise noted by your conference host. See separate credit card authorization form provided by Encore Productions for further information

PAYMENT CARD VERIFICATION:

AUTHORIZATION NOTE: I authorize and acknowledge that all of the charges as detailed above will be processed to my payment card below. I understand that an additional amount might be authorized for incidentals or other related charges. (If using a Debit Card, please be advised that this authorization may affect your checking account until final settlement of transaction). Payment Card Industry regulations prohibit merchants from requiring or making copies of your card.

American Express Discover MasterCard VISA Diners Club JCB

*Last four digits of credit card number:

*Cardholder's Full Name: _____

*Cardholder's Signature: _____

*Cardholder's Billing Address: _____

*City: _____

*State: _____

*Postal Code: _____

*Telephone Number: _____

Fax Number: _____

E-mail Address: _____

***FULL PAYMENT CARD NUMBER:**

***EXPIRATION DATE:**

/

*** REQUIRED FIELDS**

Attention: Laura Bolduc
RE: CUES Future Summit
02/05/19 – 02/08/19

Hold For: Insert
Guest/Company Name

Box: # of #

Booth #