



# SHERATON

EST. 1937

623 Union Street Nashville, Tennessee 37219

(615) 259-2000

[Tess.Kitterman@aimhosp.com](mailto:Tess.Kitterman@aimhosp.com)

\*\*\*\*The hotel does not provide outbound shipping materials. Each Vendor must provide their own shipping labels to place on ALL outbound boxes. The hotel business center is available complimentary. All UPS/FedEx pickups must be called in by the person shipping out.\*\*\*\*

## Exhibitor Service Order Form

Date of Function: \_\_\_\_\_ Event Name: \_\_\_\_\_

Booth Name: \_\_\_\_\_ Overnight Guest (Y or N): \_\_\_\_\_

### Contact Information:

Guest Name: \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

### Shipping:

How many:	Description	Cost	Total
1	Box Receipt and Storage Prior to 72 Hours of Event Start (Additional)	\$10.00 \$5.00	
1	Case Receipt and Storage Prior to 72 Hours. Receipt and Storage (Additional)	\$75.00 \$50.00	
1	Pallet/Package +200 lbs. Receipt and Storage Prior to 72 Hours of Event Start (Additional)	\$150.00 \$100.00	

Special Instructions: \_\_\_\_\_

Order Authorized By: \_\_\_\_\_  
Signature Department

Financial Responsibility: (name) \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

**A 9.5% sales tax will be added to all orders\***

Tracking Numbers: The hotel must have tracking numbers prior to locating boxes/packages


### Labeling Instructions:

\*\*\*\*The hotel will only accept shipments 3 days prior to tradeshow.

Name of Meeting and On-site Contact  
C/O Tess Kitterman/Sheraton Nashville Downtown  
623 Union Street  
Nashville, TN 37219

## **Elevator Size:**

### **Service Elevator**

Width of elevator (inside)	69"
Depth of elevator (door to door)	54"
Depth of elevator (panel to panel)	44"
Height of elevator (doors)	83"

MAX WEIGHT of 2,500 lbs