



TABLE-TOP EXHIBITOR FORM

**American Association of
Swine Veterinarians
2/23/2017 – 3/1/2017
Denver, CO**

ACCOUNT AUTHORIZATION – I hereby agree that all charges incurred for the booth/table I am holding at the Hyatt Regency Denver will be charged to my credit card or pre-paid with a check.
Purchase orders or C.O.D are not accepted.

Name:	Phone:
Company:	Email:
Connect Date & Time:	Event Room: Cent. Foyer
Disconnect Date & Time:	Table #:
Credit Card #	Exp. Date:
Signature of Card Holder:	Today's Date:

INTERNET NEEDS:

Please contact Justin Hegstad with Single Digits: 303-486-4856
jhegstad@singledigits.com

ELECTRIC, AUDIO VISUAL & TELECOM NEEDS:

Please contact Bob Winters with PSAV: 303-486-4716
bwinters@psav.com

PACKAGES:

Enter number of Boxes Expected to be shipped	Quantity:	
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All boxes delivered to the hotel will assess a handling fee based on size of the box.
(Incoming and Outgoing)

Prices: \$10.00 for boxes; Display cases/Hard cases on wheels: \$35.00
Pallets: \$200.00

Packages should be addressed accordingly:

Hyatt Regency Denver
Hold For: Guest Name & Arrival Date
AASV Exhibitor, Table Number
EPM: Annie Burns
650 15th Street
Denver, CO 80202
(Box 1 of 2; Box 2 of 2 etc.)

*****Please ensure boxes are labeled as above. If they do not include all information, the boxes may not be delivered to your room on setup day*****

The Hotel is not responsible for perishable items or out-going shipments upon conclusion of the conference.
FedEx Office will be available for outgoing shipments (Lobby Level).

A labor charge will be assessed if the Hotel's staff is required to unload/load vehicles and/or move items during the conference.

All shipments should be received no sooner than 2 days prior to the conference.

****ALL REQUESTS MUST HAVE COMPLETED BILLING INFORMATION AND RETURNED TO ANNIE BURNS BY FEBRUARY 13th, 2017 IN ORDER FOR THE PACKAGES TO BE DELIVERED****

POLICIES AND PROCEDURES:

Please note fire codes strictly enforced.

All materials and equipment are furnished on a rental basis, and remain the property of the Hotel and/or its Partners.
Unreturned items will be charged at the retail price plus 50%.

Any Additional Questions please contact your Hotel Contact below

****ORDERS PLACED THE DAY OF THE EVENT WILL INCUR ADDITIONAL FEES****

HOTEL CONTACT: Annie Burns- Phone: 303.486.4420 Fax: 303.486.4550 Email: annie.burns@hyatt.com