



Sheraton Tysons Hotel
8661 Leesburg Pike
Vienna, VA 22181
Sales Office: 703-712-4739
Sales Fax: 703-610-8295

Name of Event: _____
Company: _____
Planner's Name: _____
Date(s) of Event: _____
Phone Number: _____
Booth # _____
Alternate Contact _____
Phone Number: _____

The Sheraton Tysons Hotel is proud to be your host for the upcoming EVENT NAME:
 As your host we are proud to offer a complimentary 6'x30" table with two chairs and black linen for your exhibit. Please note that we do charge shipping and handling fees for all incoming and outgoing packages. For your convenience, a list of fees is located below. Please feel free to connect Your Conference Services Manager should you require additional assistance.

Start Date / End Date	Qty	Item	Price Each	Amount
TOTAL				

Bill to master account _____ Bill to credit card (requires credit card authorization if card is not present) _____

Authorized Signature: _____

Authorized Name (please print): _____

Title (please print): _____

Date: _____

Phone #: _____

Email: _____

Shipping and Receiving Fees

- Envelope \$5.00 per piece
- 1-10 lbs \$5.00 per piece
- 11-30 lbs \$10.00 per piece
- 31-50 lbs \$20.00 per piece
- 51-70 lbs \$30.00 per piece
- 71-100 lbs \$40.00 per piece
- 101+ lbs \$60.00 per piece

Skids/Crates \$200.00 per piece
 Special Handling Charges \$15.00

Wifi internet \$10.00 per connection

The following information must be indicated on all packages to ensure delivery:

ATTENTION: DERMfoot 2020 Seminar
 c/o: (Donna Vaughn)

The Sheraton Tysons Hotel
 8661 Leesburg Pike, Tysons, VA 22182
 GROUP: (Name of Company Exhibitor)
 Booth Number: (#)

DATE OF FUNCTION: (April 15th - 19th)

*Please note number of packages on each box when sending multiple items: 1 of 5, 2 of 5, etc.