

The Penn Stater Hotel & Conference Center

Shipment Handling Form

215 Innovation Blvd.
 State College, PA 16803
 www.pennstatehotels.com
 Fax: 814-863-5001

- If the conference/event is utilizing an exhibit company, your shipment must be made through the designated company.
- The completed shipment handling form must be faxed to The Penn Stater at 814-863-5001 two weeks prior to your event with appropriate credit card information.
- The Penn Stater will only accept shipments within five (5) business days of the start of your event between the hours of 8:00am—3:00pm EST or charges may apply.
- Prepayment is required prior to release of exhibit materials.
- The shipment handling fee (includes receipt, storage and delivery)
- The Hotel is not responsible for damage or loss of any items left in the Hotel prior to or following any function. The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

Send Form to:	Margo Williamson E-mail: mrw10@psu.edu		
Event Name:			
Event Date(s):			
Name:			
Company Name:			
Phone	E-mail:		
Address:	Address: City & State: Zip Code: Phone:		
# of Packages:	Estimated Weight:		
Shipment Description:			
Shipping Company:	FedEx	UPS	DHL Other:
Fees per pound Crated/Cartoned:	\$25.00 plus 6% PA state sales tax 1 lbs. to 25 lbs. \$75.00 plus 6% PA state sales tax 26 lbs. to 100 lbs. \$75.00 plus 6% PA state sales tax per 100 lbs. Pallets may not Exceed 1,500 lbs.		
Method of Payment:	CC: AMEX VISA MC DISC #:		Exp:

Outbound Shipping:

- Make outbound shipping arrangements prior to departure.
- Complete the appropriate UPS, FedEx or DHL shipping labels online and attach one label to each package.
- If needed, call company for pick up. If arrangements are already made, attach a copy of the company bill of lading to your packages.
 - FedEx: 1-800-GOFEDEX
 - UPS: 1-800-PICK-UPS
 - DHL: 1-800-CALL-DHL

Sample Label:

Name of Group
 Name of On-Site Contact- ATTN:
 Hotel Conference Service Manager
 Date of Function
 Hotel Address:
 The Penn Stater Hotel Conference Center
 215 Innovation Blvd.
 State College, PA 16803

AUDIO VISUAL & ELECTRIC SERVICE ORDER FORM

The Penn Stater Hotel and Conference Center

215 Innovation Boulevard

State College, PA 16803

Phone: 814-863-5000 Fax: 814-863-5001

www.pennstatehotels.com

Please return to Conference Manager: Margo Williamson Email: mrw10@psu.edu

Name of Conference: _____ Dates: _____

Company: _____ Booth/Table #: _____

Name: _____ Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Check Number: _____ Credit Card Number: _____ Expiration: _____

Important: Please read the information below before completing this form.

- A. ALL CHARGES MUST BE PRE-PAID. A 6% PA sales tax applies. Please make checks payable to: The Stater Hotel and Conference Center.
- B. Prices are subject to change.
- C. In order to ensure that your request is met, please return this form to Penn State Hospitality Services no later than 15 days prior to the exhibit setup date. Orders received after this date may be subject to an additional charge.
- D. Every effort will be made to accommodate orders received at the time of setup once all previous orders have been filled. Additional charges may be applicable for day of setup requests.
- E. All audio visual equipment and electric must be ordered through the Conference Services Manager at The Penn Stater Hotel and Conference Center.
- F. The Penn Stater Hotel and Conference Center will not be responsible for power failures or voltage fluctuations

Audio Visual and Electric Request Form

Item	Qty.	Cost	Day of Charge	Billed
1. Standard Electric Service (charge per outlet)-one time charge		\$40.00	\$60.00	
2. Ethernet Line (one time charge)		\$50.00	\$75.00	
3. Wireless Internet is complimentary		N/A	N/A	
4. Conference Phone/Speaker Phone (per day)		\$90.00	\$135.00	
5. Unrestricted Phone Line (toll calls additional)-one time charge		\$50.00	\$75.00	
6. Laptop Computer Rental (per day)		\$100.00	\$150.00	
7. Computer Monitor (per day)		\$50.00	\$75.00	
8. LCD Computer Projection (per day)		\$250.00	\$375.00	
9. Projection Screen (per day)		\$25.00	\$40.00	
10. Blu-Ray or DVD Player (per day)		\$50.00	\$75.00	
11. 32" Flat Screen LCD TV (per day)		\$125.00	\$190.00	
12. Laser Pointer (per day)		\$25.00	\$40.00	
	Subtotal			
	6% Sales Tax			
All prices subject to PA 6% sales tax & 18% Gratuity	18% Gratuity			
	Total			