



EXHIBITOR DRAYAGE CHARGES AUTHORIZATION

PLEASE NOTE: ALL EXHIBITORS MUST COMPLETE, SIGN AND RETURN THIS FORM BY (April 30, 2018)

SHIPMENTS CANNOT BE RECEIVED BEFORE 3-Days Prior to Event.

Please return completed form to: Ramona Burns, Director of Conferences and Events
P) 310.284-6588 H) 310 284-6500 F) 310.430-1974
ramona.burns@ihg.com

Please Ship Packages to: C/O Your Name
LA Screenings/ Your Company Name
Intercontinental Hotel
2151 Avenue of the Stars
Los Angeles, CA 90067

CONVENTION NAME: LA Screenings

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

CONTACT: _____

EMAIL: _____

FUNCTION DATES: _____

All exhibit boxes and freight are subject to the following handling fees from Intercontinental Hotel:

All Boxes \$7.50/box (each way, receiving in and shipment out)
All Pallets \$150.00 (each way, receiving in and shipment out)

BILLING:

Charges billed to room of: _____

Authorized by Name: _____

Title: _____ Date: _____

Bill my credit card:

Account Number _____ Exp. Date: _____

Name on Card: _____

Signature: _____

Boxes _____ Ship Date: _____ Arrival Date: _____

Carrier: _____ Tracking #: _____