



Dear IMDPA Exhibitor,

With the 2022 IMDPA Annual Conference being held soon, we are providing the arrangements for the Tabletop Exhibits being held on Wednesday, October 5<sup>th</sup>.

### **TABLETOP DISPLAY DETAILS & GUIDELINES**

**The Sponsor Hosted Hospitality Event and Tabletop Exhibition will be from 5:00 PM to 7:00 PM on Wednesday October 5th in the Red Oak Ballroom.**

During the Tabletop Display Session, refreshments will be served and safety procedures will be observed.

#### **SET UP**

- Exhibitor Set-up will be Wednesday, October 5th from 1:30pm to 4:30pm in the Red Oak Ballroom.
- 6ft tables will be pre-assigned taking into consideration that like businesses will not be next to each other. Your table will be labeled when you arrive and there will be a floor chart sign for reference.
- Standard electrical services are available for each table. PLEASE EMAIL US IF YOU REQUIRE STANDARD ELECTRICAL SERVICE AT NO EXTRA COST. Email [info@metaldecorators.org](mailto:info@metaldecorators.org)
- **Display registrants must also register for the conference. If you haven't done so, visit the Event section of [www.metaldecorators.org](http://www.metaldecorators.org)**

#### **SHIPPING AND STORAGE GUIDELINES**

- Any materials to be sent to Hotel may arrive no earlier than 3 days in advance. Earlier than 3 days will incur additional charges. Packages left more than 2 days after the completion of the Conference will incur charges. Packages left longer than 10 days after the event will be discarded.
- Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date.
- Trucks providing delivery service must have a lift gate. The hotel does operate a pallet jack.
- The resort does have a plastic wrap machine to wrap outbound pallets. If you need to have them in pallets and shrink wrapped, it must be pre-arranged with the IMDPA Conference manager. A fee of \$75.00 per pallet applies and a \$100.00 per crate fee.
- The pick-up drivers will not pick-up if pallets are not secure.

**Shipping Label for Exhibitors:**

Eaglewood Resort & Spa

ATTN: Your Company Name

For: IMDPA Conference Exhibit 10/5/2022

1401 Nordic Road

Itasca, IL 60143

(Box or Pallet # of #)

**Shipping/Receiving Charges:**

**\*All exhibitors must complete the attached Payment Form for Shipping & Handling Charges\***

- *\*\*You must complete and submit the attached Credit Form to the hotel for shipping and receiving charges. Boxes won't get delivered to your tables without a method of payment on file\*\**

***You may email your form to Michael Steiner @ [msteiner@eaglewoodresort.com](mailto:msteiner@eaglewoodresort.com)***

**Return Shipping Guidelines:**

- The exhibitor will be responsible for supplying prepaid package labels.
- *The hotel will not call FedEx, UPS or other carriers for pick up.*
- All items going out are to be scheduled by the exhibitor with the carrier.

**ASSISTANCE**

If you have any questions or require assistance onsite please contact Michael Masenior or a member at the Conference registration desk.

Thanks and Best Regards,

Michael Masenior  
IMDPA Executive Director  
410-252-5205  
[info@metaldecorators.org](mailto:info@metaldecorators.org)



Eaglewood Resort & Spa  
1401 Nordic Road  
Itasca, Illinois 60143

Main Number: 630-773-1400  
Facsimile: 630-694-6097

## Credit Card Billing Authorization

DATE: \_\_\_\_\_

Authorized User Name: \_\_\_\_\_

Function Profile for: \_\_\_\_\_

Group Name: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

\_\_\_\_\_ Visa    \_\_\_\_\_ MC    \_\_\_\_\_ Discover    \_\_\_\_\_ Amex

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Charges to Credit Card (Please ***initial*** all acceptable charges)

\_\_\_\_\_ Package Handling Fees: \$4.00 per package under 25 lbs.  
\$10.00 per package over 25 lbs  
\$75.00 per pallet  
\$100.00 per crate

The above named guest of the Eaglewood Resort & Spa has my permission to use my credit card for the above initialed purposes, including the taxes and service charges associated with these charges. I understand that this form constitutes a legally binding agreement and that by affixing my signature to this form, I will be held responsible for all agreed upon initial charges, any and all collection, and legal fees.

**\*\*Please fill out all information below. Copy the front and back of the credit card and return with this authorization form for verification. Thank You.**

Authorized By: \_\_\_\_\_

(Must be signed by person whose name appears on the credit card)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_