

**Sheraton Downtown OKC Hotel**  
**Shipping Information and Box Handling Fees**

Conference Name: \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Number of Boxes to be billed at \$10 per box: \_\_\_\_\_

Number of Pelican Briefs or Rolling Cases to be billed at \$25 each: \_\_\_\_\_

Crates or Pallets to be billed at \$75 each: \_\_\_\_\_

**Exhibitor Information:**

Company Name: \_\_\_\_\_

Booth Number (If applicable): \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_

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

**Billing Information:**

Select One Option Below:

\_\_\_\_\_ : Charge fees to guest room staying in house. Guest Name: \_\_\_\_\_

\_\_\_\_\_ : Send credit card authorization for payment. Email: \_\_\_\_\_

All charges will be posted to either the credit card or guest room provided.

I have read and agreed to the above terms.

Initial: \_\_\_\_\_

**\*\* All shipments must be labeled with conference name and on-site contact name.**

**Shipments may arrive no earlier than 3 business days prior to the conference start date.**

**Shipping Address:**

Sheraton Downtown OKC Hotel  
Attn: **Onsite Contact/Company Name**  
1 N Broadway Ave  
Oklahoma City, OK 73102

After the conference – repack and affix your outgoing shipping label. The items can be left at your booth. We do recommend scheduling a pick up with FedEx or UPS if your items need to be sent quickly, otherwise the items will be shipped the next time that carrier comes to the hotel to drop off.

**Return Form to: Leah McIntyre**  
[lmcintyre@sheratonokc.com](mailto:lmcintyre@sheratonokc.com)  
**(405) 815-6004**