



**EXHIBITOR REQUIREMENT FORM**  
***TOOL TECH 2022***  
***May 1-4, 2022***

**Marriott Event contact: Indira Guevara**  
**Email: [Indira.Guevara@Marriott.com](mailto:Indira.Guevara@Marriott.com) , Direct Line: 619-522-3010**  
 Please complete and email back by April 30

<i>REQUIREMENT</i>	<i>QUANTITY</i>	<i>TOTAL PRICE</i>
<b>High Speed Wireless</b> \$25.00 per device, per day <b>Plus service charge and sales tax</b>		
<b>Miscellaneous</b> (ei) Banquet Tables, Chairs, wastebasket -complimentary		
<b>Power and Audio Visual:</b> Encore Production, Brian at <a href="mailto:brian.rash-zeigler@encoreglobal.com">brian.rash-zeigler@encoreglobal.com</a>		
<b>Shipping Fees Based on Size of Shipment*</b>		

**\*Handling and Holding Fee Each item Per Day:**

These charges cover the cost of labor, processing, receiving, tracking, storage and delivering.

- 5 - 10 boxes up to 50lbs each = \$50 total per day
- 11 - 20 boxes up to 50lbs each = \$150 total per day
- 21 - 50 boxes up to 50lbs each = \$200 total per day
- Over 50 boxes up to 50lbs each = \$300 total per day
- Pallet - \$600 total per day
- Due to limited holding space, shipments can only arrive three (3) days before the event start date

**OUTBOUND**

- Please bring packaging tape to seal up your boxes. ETI or the hotel will not provide it.
- Each exhibitor must pre-print a shipping label with your shipping account number on it.
- Boxes that are sealed and labeled can be left in the ETI office for pick up by hotel staff.
- Note: Box(es) that are not sealed or labeled, will not be picked up

When shipping items, please include the following information on the items:

- Group and/or Contact Name and number
- Event Name and Date
- Event Manager – Indira Guevara
- Hotel Address –  
 Coronado Island Marriott Resort  
 2000 Second Street, CA 92118-1551

All packages are to be delivered to the loading dock and will be stored in the Package Room, pending space. If the boxes are delivered within the two days allowed arrival time, no fees will be asked for storage. Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storage and delivering.

All items belonging to your company need to be removed from the hotel by 10.00am on the day following the last day of the event. Should you fail to have your items removed the hotel will dispose of any materials left behind as we simply do not have facilities to keep track of equipment on a rotating basis.

Please arrange with your carrier the pick up. Boxes will need to be labelled and sealed prior to departure.

**Please sign to confirm the arrangements above. A secured link will be sent to your email. When we receive the credit card information, your order will be placed. Final estimate of charges will be billed 72 hours prior to function.**

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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FOR HOTEL USE

ACCOUNT# \_\_\_\_\_

Warm and Kind Regards,

**Indira Guevara**  
**Director of Events**