



**EMBASSY  
SUITES**

by HILTON™

Orlando Lake Buena Vista South

**Welcome Spring Needlepoint 2020 Show Exhibitors to the Embassy Suites  
Lake Buena Vista South**

Please complete the form on page 2 if you are displaying in your suite and renting tables and/or having boxes shipped and delivered to your suite

**PLEASE NOTE: Check in time starts at 4pm and check out time is 11am**

All charges for storing and delivering boxes and tables will be charged to your suite

A credit card is required at check in.

Do not have boxes arrive prior to March 17, 2020

Instructions will be provided upon check in of where the boxes will be located and you will need to claim them before they can be delivered. Boxes will be delivered your day of check in between 4pm-7pm

For boxes that you are shipping out when the show is over, they must be taped and labeled and you will need to call the carrier you are using to pick up the boxes.

**Request a pick up for after 2pm on Tuesday, 3/24**

Tables must be pre-ordered and due to limited availability, we can only offer (1) one 6ft, 30" table per room and a maximum of 3 tables, the other 2 if 3 are needed will be, 6ft, 18" tables. If we receive more requests for 30" tables than we have inventory, you will be advised in advance and 18" will be offered

The attached form is **only** for those displaying in your suites, if you are displaying in the ballroom, please contact Christine Kesten for details.

Sign and Return the form via email by March 12, 2020 to [donna.widder@hilton.com](mailto:donna.widder@hilton.com) We cannot guarantee delivery of tables if received after March 12<sup>th</sup>

**PLEASE NOTE: Check in time starts at 4pm and check out time is 11am**

**The management and staff here at the Embassy Suites Lake Buena Vista South  
look forward to your visit.**

4955 Kyngs Heath Road  
Kissimmee, FL 34746 Phone: 407-597-4000

**Spring Needlepoint 2020-Exhibitor form if displaying in suites**

**ALL CHARGES WILL BE POSTED TO YOUR GUESTROOM**

**MUST PROVIDE CREDIT CARD AT CHECK IN—CHECK IN TIME 4PM, CHECK OUT TIME 11AM**

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

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Deliver to Room(s) # \_\_\_\_\_ & \_\_\_\_\_ approx. # Of Boxes being shipped \_\_\_\_\_

**3-table maximum per suite (only (1) one, 30" wide table permitted per suite)** Rental pricing listed below:

# \_\_\_\_\_ 6 ft. tables, 18 inches wide WITHOUT cloth @\$50+tax each

# \_\_\_\_\_ 6 ft. tables, 18 Inches wide WITH cloth @\$55+tax each

# \_\_\_\_\_ 6 ft. tables, 30 inches wide WITHOUT cloth @\$50+tax each

**(Only (1) one, 30" table permitted per suite)**

# \_\_\_\_\_ 6 ft. tables, 30 inches wide WITH cloth @\$55+tax each

**Shipping instructions listed below, ONLY if you are exhibiting in your suite:**

Label boxes as follows:

Vendor Name (Recipient)  
Conference Name / Show Dates  
C/o Embassy Suites  
4955 Kyngs Heath Road  
Kissimmee, FL 34746

**Incoming / Outgoing Handling Charges:**

|   |   |
|---|---|
| <b>Package charges:</b><br>*\$5.00 per 24 LBS and under<br>*\$10.00 per 25 LBS and over<br>*\$25.00 Per 50 LBS and over<br>*\$50.00 Per 100 LBS and over<br>Storage under 3 days, complimentary | <b>Pallet charges:</b><br>*\$100.00 Per 200 LBS or less<br>*\$150.00 Per 201 LBS to 400 LBS<br>*\$200.00 per 401 LBS or more<br>Additional charges will apply if boxes arrive prior to Tues, 3/17 |
|---|---|

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Complete and Return page 2 to [donna.widder@hilton.com](mailto:donna.widder@hilton.com) BEFORE MARCH 12, 2020 in order for tables and boxes to be delivered to your suites. A confirmation email will be sent once the form is received.