



EXHIBITOR SERVICES ORDER FORM

Exhibits: MWCEA 2025 EM2732

September 15 - September 19, 2025

Exhibitor Company Name: _____ On-Site Contact: _____

Address: _____ Phone Number: _____

City, State, Zip: _____ Email Address: _____

Exhibit Services Charges					
ITEM	QTY.	ADVANCE	DAY OF		AMOUNT
Electric 110 V Single phase, and extension cord	_____	\$80.00*	\$130.00*	Per Package	_____
Storage/Handling/Delivery of Materials	_____	\$20.00*	\$20.00*	Per Package	_____
*Packages will not be delivered to the booth until storage/handling/delivery of materials payment is received.					
Storage/Handling/Delivery of Pallets	_____	Call For Pricing & Instructions			
					Total Amount Due \$ _____

Additional Information	
Exhibit Material Storage & Delivery:	The hotel will only accept exhibit materials delivered within one week of event date. No freight deliveries accepted to/from the hotel unless a lift gate on the truck and exhibitor provides appropriate manpower to load deliveries on/off the truck.
Shipping Labels:	Each package must present our supplied "Receiving Slip" adhered to the left side of each box and package. Packages without the receiving slip will endanger the smooth process to have your packages delivered on time and complete.
Return Labels:	Return shipping labels require full name, address and telephone number and must be adhered to the package. You must call FedEx or UPS and arrange for pickup. Items must be picked up within 72 hours. Packages will be picked up from booth by hotel representative once labels are adhered and pickup is scheduled.
Hotel Policies:	The hotel shall not be responsible for the security of exhibits. No nails, bracing wires, staples or tape used in constructing displays may be attached to walls, floor or ceiling. All property damage at exhibitor's expense. All large exhibit items must use the freight elevator only. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.
Special Requests:	If you have any unique requirements for exhibit space, please call 410-390-4016. Once Form is completed send to Bonnie Shoemaker at Bshoemaker@ashoreresort.com

Payment Information
Prepayment is required. Once hotel receives completed form, hotel will send a secure credit card link through Seritfi.

For Catering Office Use Only		
Date Received: _____	Total Received: _____	Initials: _____



Receiving Slip

Name of Event:	Exhibits: MWCEA 2025
Event Start Date:	September 15, 2025
# of Total Boxes in Shipment:	
Shipper's Name:	
Shipper's Phone Number:	
Delivery Instructions:	

Box _____ of _____

(Cut Here)

Please complete the above information completely and adhere to each box on left side of formal shipping label. Feel free to make additional copies as needed.

Please refer Ashore Resort & Beach Club's Exhibitor Services Order Form for shipping and receiving guidelines.