

AV ORDER FORM

Hilton Hasbrouck Heights New Jersey

New Frontiers in Cosmetic Medicine Symposium | November 16-17, 2019

Contact Information:

Company Name: _____

Contact Name: _____ Email: _____ Phone: _____

Power:

The cost of power is \$40.00 / per table

Yes, I will require power at my table.

Shipping:

Yes, I will be shipping boxes to the hotel for the event.

Incoming

_____ Number of small boxes (\$10.00/each)

_____ Number of large boxes (\$20.00/each)

_____ Number of Pallets (\$200.00/each)

Outgoing

_____ Number of small boxes (\$10.00/each)

_____ Number of large boxes (\$20.00/each)

_____ Number of Pallets (\$200.00/each)

Shipping Instructions for Incoming Packages:

Please ship all packages to the following address and include the event name:

Your Company Name
New Frontiers in Cosmetic Medicine Symposium
c/o Hilton Hotel
650 Terrace Avenue
Hasbrouck Heights, New Jersey 07604

Shipping Instructions for Outgoing Packages:

- Seal and secure all outgoing packages with a prefixed shipping label.
- Schedule a pick-up from your individual carrier in advance for Monday, 11/18 at 10am.
- Leave packages in Terrace 3 and the hotel will ensure packages are picked up as scheduled.

Billing:

Invoices and a credit card authorization form will be sent once your request is received.

Please note: prices do not include 6.625% NJ state sales tax.

Please complete this form and email to Colleen Rouzic, Senior Event Manager, Hilton Hotel at colleen.rouzic@hilton.com. For questions please call 201-298-2422.