



VETgirl 

VETERINARY CONFERENCE
EXHIBITOR + SPONSOR GUIDE

AUGUST 5-8, 2021

FAIRMONT HOTEL
CHICAGO IL

JOIN US

Dear Veterinary Industry Partners,

Thank you for your interest in exhibiting at VETgirl U, held at the Fairmont Hotel in Chicago from **August 5-8, 2021**. We'd be honored to have you join us at our second, LIVE VETgirl conference.

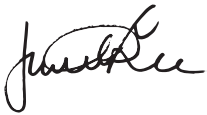
We know that most of you have only ever seen or heard us from behind your computer screen or smartphone... and that's why we're excited to host our conference. By exhibiting at VETgirl U, you'll meet our most loyal fans, who are predominantly – you guessed it – female. Our demographic is 90% female, 25-45 years of age, 80% veterinarian, and 20% veterinary nurse, veterinary student, or practice manager.

Our conference is already half sold out (within 2 months of release date), so you can bet we'll be sold out by the time you show up to exhibit. We've modified things to ensure that the exhibitor experience will be spot on – for \$2,500, you'll get a booth in a 5-star hotel, longer exhibit breaks, meals in the exhibit hall, and an amazing, dynamic crowd to go with it.

As you know, we would not be able to put on this conference without you. We can't tell you how grateful we are for your support.

Thank you for joining us at VETgirl U. Let the learning begin!

Deepest regards,



Justine Lee, DACVECC, DABT
CEO, VETgirl, LLC
justine@vetgirlontherun.com



Garret Pachtinger, DACVECC
COO, VETgirl, LLC
garret@vetgirlontherun.com

IMPORTANT DATES

- July 1, 2020:** Hotel registration opens
- June 1, 2021:** Print advertisement files due
- July 1, 2021:** Exhibitor badge registration form due
- August 5, 2021:** Registration opens
- August 5, 2021:** Opening gala at the Adler Planetarium
- August 6, 2021:** Networking gala at the exhibit hall, Fairmont Hotel
- August 6-8, 2021:** VETgirl U Conference at the Fairmont Hotel

EXHIBITOR'S DIRECTORY

An up-to-date list of registered exhibitors will be listed on VETgirl's website at vetgirlontherun.com.

CONFERENCE UPDATES

Follow us online and on social media for up-to-date happenings as we gear up for the conference!

vetgirlontherun.com



[@vetgirlontherun](https://twitter.com/vetgirlontherun)

CONTACT US

For questions about becoming an exhibitor / sponsor, please contact Garret Pachtinger at garret@vetgirlontherun.com.



WHY VETgirl

Started by two board-certified veterinary specialists in 2012, VETgirl is passionate about providing clinically relevant, practical, cutting edge CE. With exponential, organic growth since mid-2013, we know our audience. We'll be able to promote brands while making sure veterinary professionals are receptive to it.

76,500+

VETERINARY PROFESSIONALS

214,000+

VIRAL FACEBOOK FANS

99,000+

INSTAGRAM FANS

ORGANIC GROWTH

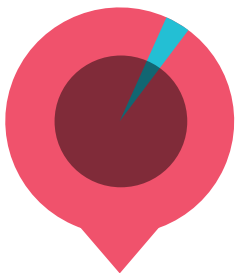
300%

GROWTH
IN Q1 2020

150%

GROWTH/YEAR
IN 2018/2019

DEMOGRAPHICS



90%
FEMALE

25-35
YEARS OLD



80%
VETERINARIAN

20%
VETERINARY NURSE
STUDENT
PRACTICE MANAGER



44%
0-5 YEARS
IN PRACTICE

20%
6-10 YEARS
IN PRACTICE

15%
11-15 YEARS
IN PRACTICE

24%
16+ YEARS
IN PRACTICE

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EXHIBITOR INFORMATION

HOURS

The exhibit hall will be held in the International Ballroom. Exhibitor hours are:

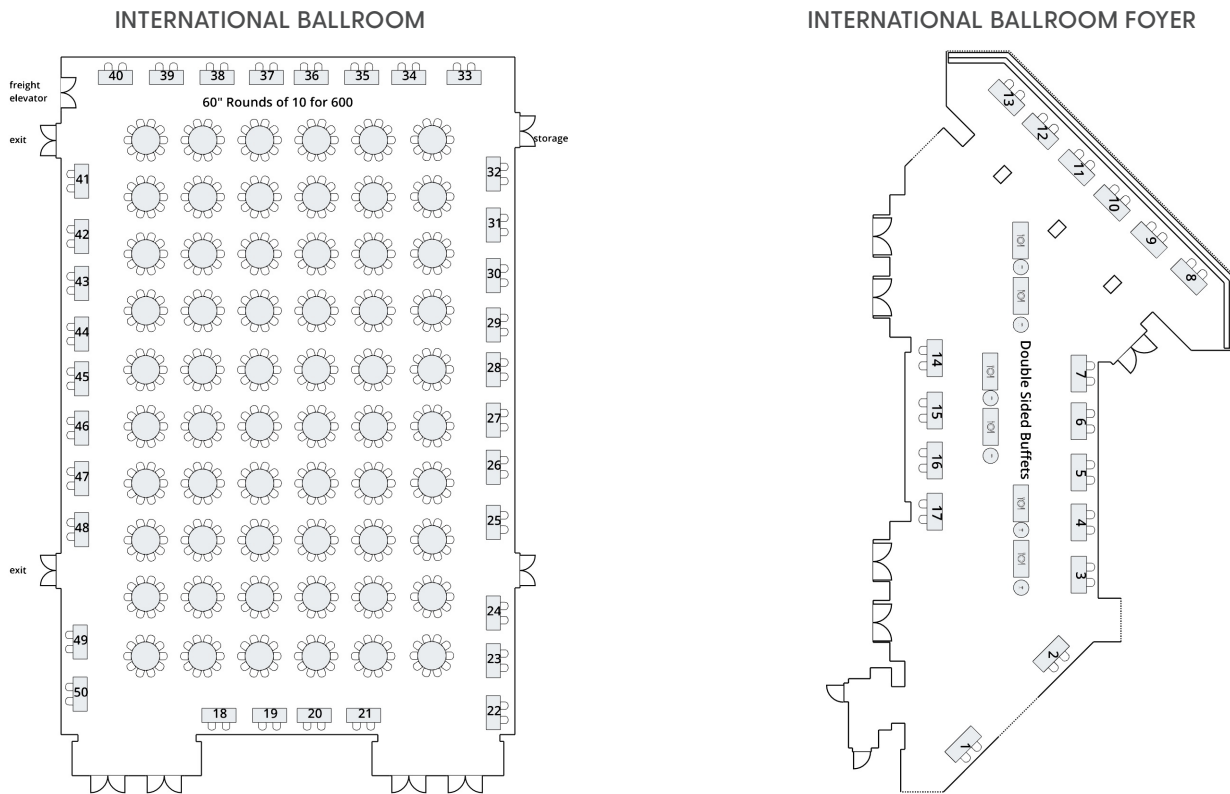
Friday, August 6, 2021: 8AM-5PM
Saturday, August 7, 2021: 8AM-5PM
Sunday, August 8, 2021: 8AM-1PM

**Hours subject to change*

All exhibitors must have their booths set up and operational by Friday, August 6, 2021 at 7AM and tear down no earlier than Sunday (August 8) at 1PM. As there will be a networking gala near the exhibit hall (International Ballroom or International Foyer) on Friday (August 6) from 7-9PM, we strongly recommend that you keep your booth open or material available for best exposure.

FLOOR PLAN

Booth location is by point system and based on sponsorship value, previous year commitments, contributions and time of payment received.



**Floorplan subject to change*

RENTAL FEES / BOOTH DIMENSIONS

A standard exhibit space is \$2,500, with a 10% discount for non-profit organizations. Please see the Exhibitor Contract Form (page 12) to begin the process of procuring your booth selection.

Each exhibit space rental includes the following:

- (1) skirted 6' exhibit table
- (2) chairs
- (1) garbage can
- (2) exhibitor badges
- Name listing in the online Exhibitor Directory list

** Note: There will NOT be a physical booth structure, but the area can fit your banners, signs, etc. behind the table provided.*

EXHIBITOR INFORMATION

EXHIBITOR BADGES / REGISTRATION

Each exhibitor will be given two exhibitor badges for the conference. Additional exhibitor badges can be purchased for \$100/person. Exhibitors are welcome to attend the evening events; however, please note that tickets for Thursday's opening gala must be purchased at \$100/person/event. Exhibitors may not attend the lectures due to space constraints, nor will CE credits be allowed unless registered for the conference as an attendee. If interested in obtaining CE credits, a full conference pass will need to be purchased at \$599/person. Registration for additional badges and/or attendance at the evening events is located on page 13. Please email garret@vetgirlontherun.com with any questions.

AMENITIES / MEALS

Each day will begin with either a complimentary breakfast or a sponsored breakfast talk. If you would like to have your booth open earlier than scheduled exhibit hall hours, you are welcome to start at 7AM. Lunch will be served each day for attendees from approximately 12-1PM. Food will be served in the International Ballroom (exhibit hall) and/or International Ballroom Foyer. An exhibitor-only lounge will also be available nearby. Coffee/tea, a light breakfast, and lunch will also be served there for the exhibitors.

OPENING GALA

Please join us for our opening gala on Thursday, August 5, 2021 from 7-9PM at the Adler Planetarium (located on Chicago's Museum Campus). Tickets are available for purchase at \$100/person.

NETWORKING GALA

If you would like to have your booth open later than scheduled exhibit hours to maximize exposure at the conference, you are welcome to attend and welcome others to your booth during the networking gala event if interested. Event will be held on Friday, August 6 from 7-9PM near the hotel's exhibit hall (International Ballroom / International Foyer).

Interested in becoming an exhibitor? To secure your booth and/or for more information on becoming an exhibitor, please contact Garret Pachtinger at garret@vetgirlontherun.com.



HOTEL / VENUE INFORMATION

FAIRMONT CHICAGO, MILLENNIUM PARK HOTEL

At Chicago's most desirable address, the Fairmont Chicago, Millennium Park offers contemporary accommodations with every imaginable comfort for the sophisticated traveler. Anchored by 400+ acres of protected park space in the heart of downtown Chicago, the hotel enjoys pristine views of Lake Michigan, Millennium and Grant Parks and the famous Chicago Skyline.

FAIRMONT CHICAGO, MILLENNIUM PARK

TEL 312.565.8000
FAX 312.565.1143
chicago@fairmont.com

200 North Columbus Drive
Chicago, IL 60601

fairmontchicago.com



HOTEL DIRECTIONS

Visit the Fairmont Chicago website for detailed driving directions to the airport, along with applicable parking services/fees.

HOTEL SPA

When scheduling, mention you are attending the VETgirl U conference and receive a 15% discount on [spa services](#).

ATTRACTIONS

The concierge team has compiled a list of both popular and hidden treasures that Chicago has to offer. Check out Fairmont's [destination guide](#) for attractions that may encourage you to extend your trip!

ACCOMMODATIONS / ROOM RATE

Conference rate of \$229/night for a single or double room accommodation, not including tax/fees. [BOOK HERE](#) to receive the discounted rate through Fairmont (limited availability).

PET POLICY

Dogs and cats under 50 pounds are permitted in the hotel. The animal must be on a leash at all times and must not be left unattended in the room. A one-time fee of \$50 will apply for each four legged guest. Additional deep cleaning charges may apply. Seeing-eye dogs are always welcome and exempt of charges. Please e-mail the hotel to confirm your pet will be staying with you.

SPONSORSHIP OPPORTUNITIES

The 2021 VETgirl U Veterinary Conference will have multiple opportunities to maximize your brand exposure, both before and during the conference. Below is a list of available sponsorship options that will help increase awareness for your company and the products/services you provide to the veterinary community.

SPONSORSHIP LEVELS

Top level sponsorship (Platinum, Gold, Silver) commitment includes a complimentary exhibit booth, full page conference advertisement, special recognition in the conference proceedings, signage, a custom e-blast to attendees, and a VETgirl podcast promotion.

PLATINUM	\$ 75,000
GOLD	\$ 50,000
SILVER	\$ 25,000



SPONSORSHIP OPPORTUNITIES

Maximize your brand awareness to conference attendees by providing additional touchpoints outside of your exhibitor booth.

Events & Services

Networking Gala (Planetarium)	\$50,000
Daycare	\$25,000
Opening Gala	\$25,000
Coffee Break (Sat/Sun)	\$7,500/Day
Millennial Massage (Sat/Sun)	\$5,000/Day
Ice Cream Social	\$5,000
Introverts Lounge with Photo Booth	\$2,500
Yoga	\$2,500
Nursing Room	\$1,000

Education

Lunch Lecture (Fri/Sat)	\$20,000/Day
Breakfast Lecture (Fri/Sat/Sun)	\$15,000/Day
Podcast of Conference Topic	\$3,500
Sponsored Lecturer	\$5,000

Signage

Clings* Elevator/Escalator/Restroom	\$5,000/Area
Exhibit Hall Aisle Markers	\$3,500
Meter Board*	\$1,500

Advertising

Conference Backpack	\$40,000
Rocketbook Reusable eNotepad	\$25,000
Water Bottle	\$20,000
Notebook & Pen	\$5,000
PPE Sponsor (Hand Sanitizer & Mask)	\$2,500
Bag Insert	\$1,000/Item
WiFi	\$10,000
Custom E-Blast (Conference Attendees)	\$3,500
Badge Holder	\$7,500
Badge	\$5,000
Lanyards	\$5,000
Conference Swag Bag	\$1,000
Hydration Stations	\$1,000/Day
Hotel Keycards	10% above hotel charge*
Hotel Room Drops	10% above hotel charge plus gift*
Speaker Ready Room	\$1,000

*Cost for item placement only. Production costs not included.

**Interested in one of these sponsorships, or have an idea that isn't listed above?
Please reach out to Garret Pachtinger at garret@vetgirlontherun.com.**

ADVERTISING/PRINT OPPORTUNITIES

The 2021 VETgirl U Veterinary Conference will have multiple opportunities to maximize your brand exposure, both before and during the conference. Below is a list of available advertising options that will help increase awareness for your company and the products/services you provide to the veterinary community.

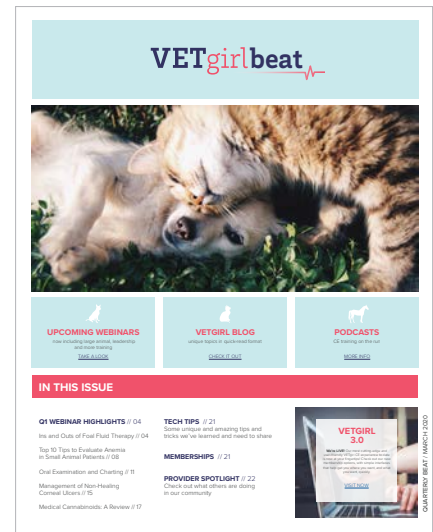
BEFORE CONFERENCE

VETGIRL QUARTERLY BEAT

The VETgirl BEAT is a quarterly publication available to all subscribed members of VETgirl. The digital newsletter features highlighted webinars (small animal, large animal, veterinary technician, leadership), tech tips, provider spotlights and recent happenings. Not on our mailing list but want to see what it's all about? You can check it out [HERE](#). Opportunities to advertise either a full, 1/2 page, or 1/4 page ad will be made available and placed within the content of the digital publication.

QUARTERLY / Full Page Ad	\$ 1,500
QUARTERLY / 1/2 Page Ad	\$ 800
QUARTERLY / 1/4 Page Ad	\$ 600

If interested in advertising within the VETgirl Quarterly, please contact Garret Pachtinger at garret@vetgirlontherun.com for more information and timing for ad submission.



Q2 VETgirl Beat, 2020

DURING CONFERENCE

CONFERENCE PROGRAM GUIDE

An 8.5x11" conference program guide will be handed out to all conference attendees at the time of registration. Opportunities to advertise either a full, 1/2 page, or 1/4 page ad will be made available and placed within the content of the book.

PROGRAM - Premium Position (Back Cover)	\$5,000
PROGRAM - Premium Position (Inside Back Cover)	\$5,000
PROGRAM - Premium Position (Inside Front Cover)	\$5,000
PROGRAM - Full Page Ad	\$ 1,500
PROGRAM - 1/2 Page Ad	\$ 1,000
PROGRAM - 1/4 Page Ad	\$ 700

FILE DELIVERY

Final print-ready design files need to be submitted no later than June 1, 2021 in order to guarantee placement in the conference program notebook and/or proceedings booklet. Files should be submitted according to the specifications as noted below, and sent electronically to garret@vetgirlontherun.com.

PRINT SPECS

7.5x10" final live area, with 1/8" bleed (where applicable)
 Support images must be high res (300 dpi)
 INDD, .AI file and/or high resolution PDF (with fonts included) for final output
 Print-ready high resolution PDF



2018 VETgirl U conference program guide

All advertisers must be confirmed exhibitors at the VETgirl U conference.

Interested in advertising with us? Please reach out to Garret Pachtinger at garret@vetgirlontherun.com.

EXHIBITOR POLICIES + GUIDELINES

We're pleased to announce our second VETgirl U Veterinary Conference in Chicago, August 5-8, 2021. At VETgirl U, you'll join various members of the veterinary community including veterinary professionals, sponsors, industry partners, and media. While we're not "rule freaks," here are a few things that you need to know about attending our conference to make it an awesome exhibitor experience for you and your team. By signing up to exhibit at VETgirl U, you are acknowledging that you agree to the following terms, which constitutes an agreement between you and VETgirl, LLC. This policy applies to all exhibitors, their agents, employees, and representatives that may attend this VETgirl U event or associated events (both on location at the Fairmont hotel and off-site).

BOOTH GUIDELINES / RESTRICTIONS

All exhibitors must have their booths set up and operational by Friday, August 6, 2021 at 7AM and tear down no earlier than Sunday (August 8) at 1PM. If you would like to have your booth open later than scheduled exhibit hours to maximize exposure at the conference, you are welcome to attend and welcome others to your booth during the networking gala event on Friday, August 6 from 7-9PM near the hotel's exhibit hall (International Ballroom / International Foyer). Noisemakers, obtrusive lighting/signage, or other undignified methods and materials are prohibited in exhibit booths. No obstructing aisles or sight lines to other booths. No fire hazards, sound or attention-getting devices (aside from silenced audiovisual material) are permitted. No medical, surgical, imaging, dental, anesthesia, or other demonstrations on live specimens or cadavers of any kind are allowed. No biohazards (like fresh meat) are allowed at booths. No animals or pets unless previously approved by the Fairmont Hotel.

BEHAVIOR

We're excited for this conference. We want you to be excited also! However, we don't want any disruptive or harassing behavior. Any form of discrimination, retaliation, or harassment will not be tolerated. If it's really egregious, you will be asked to leave, a refund will not be issued and you will not be authorized to attend future VETgirl events. (Although we know you will be professional...we also know there are some outliers out there!) No smoking in meeting rooms, the exhibit area, or the hotel.

COPYRIGHTS

Content from all learning sessions and other special events is protected by United States copyright laws and is the exclusive property of VETgirl or its authors. You may not, under any circumstances, share, distribute, publish, repurpose, or sell any such content, or attempt to do so, in any way without written consent from VETgirl, LLC.

SOCIAL MEDIA

We're all for promotion through social media. It's ok to post pictures (Hey! Tag us on Instagram at vetgirlontherun, Twitter @VETgirlontherun or Facebook) and videos < 10 minutes, but no posting of articles, sessions, or materials obtained from a VETgirl event without written consent from VETgirl. Again, if it's more than 10 minutes of video and/or audio recording, you must obtain written consent from VETgirl. This will respect the wishes of VETgirl as well as our speakers, so their family or boss don't randomly find them on social media.

Share your conference experiences and tag us at [#VETgirlU](https://twitter.com/VETgirlU)



EXHIBITOR POLICIES + GUIDELINES

REGISTRATION / ATTENDANCE

All exhibitors must be registered for VETgirl U. Two complimentary exhibitor badges are included per booth. Additional badges can be purchased for \$100/person access.

LIABILITY / DAMAGES

We are not responsible for any belongings, so please make sure to secure all valuables during the conference. The exhibitor promises, covenants and agrees to indemnify, defend and hold harmless VETgirl and its respective officers, directors, managers, officers, employees, shareholders, members, partners, subsidiaries, affiliates, successors and assigns (each, an "Indemnified Party"), from, against and with respect to any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties incurred by an Indemnified Party, including attorneys' fees in connection with exhibitor's participation in the VETgirl U Conference and associated events. All exhibitors shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability Insurance, insuring and specifically referring to contractual liability in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage naming VETgirl, LLC. as additional insureds. VETgirl, LLC. assumes no responsibility or liability.

SECURITY

Exhibitor badges must be worn at all times while attending to your booth. Access to the exhibit hall after hours is prohibited. Please do not leave valuables unattended in the exhibit hall during conference events or after hours.

REGISTRATION / PAYMENT

Receipt of payment will secure exhibitor booth space. Due to logistics and high demand for exhibit space, refunds will not be authorized once payment has been made. Priority for booth location will be based on both payment date and previous exhibitor registration (e.g., Previous VETgirl U exhibitors and those that pay first will receive priority). When signing up for the conference, you're acknowledging that you have read this document, along with the refund and cancellation policy.

CANCELLATION POLICY

Not that we want to, but VETgirl reserves the right, in its sole discretion, to cancel any event at any time (e.g., if all our speakers bail, the hotel is no longer standing, an act of God, pandemics, COVID-19, etc.). In that case, VETgirl will refund exhibitor fees for this event, but won't have any further obligation to you of any type, whether monetary or otherwise. (Please cancel your hotel reservations on your own - we're not responsible for that or any related expenses related to travel, work, food, etc.). Accordingly, VETgirl shall in no event have any liability to you and shall have no other obligation to you of any type except as expressly stated above. Such right of termination shall not be unreasonably exercised. VETgirl is not responsible for errors or omissions on the website or promotional materials; after all, we're human. We'll try our best to keep the website and all communication as up to date as possible, however, so you are in the know as best we can. To make sure all our VETgirl attendees are safe, we'll be monitoring COVID-19 and CDC guidelines carefully. Further updates will be available on our website.

DISCLAIMER

VETgirl may have professional or amateur photographers present at the VETgirl U conference. Please note that any photographs or videos taken at a VETgirl event may be used in future VETgirl publications, online, or in other VETgirl materials, and that there is a chance your head, face, or body may be in these pictures! Exhibiting at this meeting constitutes your consent to VETgirl's use and publication of your image or voice in photographs, videotapes, audiotapes, or other electronic media pertaining to VETgirl's events, social media posts, use on the Internet and activities. By exhibiting at our VETgirl conference, you are opting in to receive email from VETgirl and our sponsors. Not interested? No problem - you can opt out at any time by unsubscribing!

DAMAGES

Exhibitor acknowledges and expressly agrees that nothing in this policy shall be construed as a waiver or limitation of any remedy available to VETgirl, LLC., including any remedies available to it at law or in equity.

We're psyched that you're exhibiting with us! Please don't be intimidated by the legal mumbo-jumbo. If you have any questions about our guidelines, please contact us at info@vetgirlontherun.com.

EXHIBITOR / ADVERTISEMENT CONTRACT

AUGUST 5-8, 2021 | FAIRMONT MILLENNIUM PARK HOTEL, CHICAGO IL



CONTACT INFORMATION

COMPANY NAME	CONTACT NAME	
ADDRESS	CONTACT OFFICE PHONE	FAX
CITY/STATE/ZIP	CONTACT MOBILE # (REQUIRED)	
COMPANY WEBSITE	CONTACT EMAIL ADDRESS	

EXHIBITOR BOOTH

I am interested in becoming an exhibitor for the booth as outlined below. Booth location is by point system and based on sponsorship value, previous year exhibit contributions and time of payment received.

Standard exhibit space is \$2,500, with a 10% discount for non-profit organizations. Each exhibit space rental includes the following:

- (1) 6'x30" table
- (2) chairs
- (1) garbage can
- (2) exhibitor badges (includes entrance to daily lectures, limitations apply)
- Name listing on the online Exhibitor Directory list

ADVERTISEMENT

I am interested in becoming an advertiser for the publication item(s) as selected below.

QUARTERLY BEAT

<input type="radio"/>	Full Page	\$1,500
<input type="radio"/>	Half Page	\$800
<input type="radio"/>	Quarter Page	\$500

CONFERENCE PROGRAM GUIDE

<input type="radio"/>	Full Page	\$1,500
<input type="radio"/>	Half Page	\$800
<input type="radio"/>	Quarter Page	\$500

INTERESTED IN SPONSORING AN EVENT DURING THE CONFERENCE?

Increase your brand awareness with sponsorship of a coffee break, ice cream social, or yoga sessions! See our list on page 8 for a list of ideas -- or let us know if you have something else in mind!

TERM AGREEMENT

By signing this legally binding contract, the Company/Exhibitor/Sponsor/Advertiser agrees to abide to all the terms of the Exhibitor Policies & Guidelines, along with any additional rules, updates, conditions, and terms made by VETgirl, LLC. This application acknowledges the agreement between the Company/Exhibitor/Sponsor/Advertiser and VETgirl, LLC. Balance is due upon submission of the application.

AUTHORIZING SIGNATURE

DATE

PRINTED NAME

TITLE

Please complete, sign and return this contract to Garret Pachtinger (garret@vetgirlontherun.com) to confirm selection(s) and method of payment.

EXHIBITOR BADGE REGISTRATION FORM

AUGUST 5-8, 2021 | FAIRMONT MILLENNIUM PARK HOTEL, CHICAGO IL



Each exhibitor will be given 2 exhibitor badges. Additional exhibitor badges can be purchased for \$100/person. Exhibitors are welcome to attend any of the evening events; however, tickets for Thursday's opening gala must be purchased at \$100/person/event.

CONTACT INFORMATION

COMPANY NAME (TO APPEAR ON BADGES)	BOOTH #
COMPANY CONTACT NAME	CONTACT OFFICE PHONE
CONTACT EMAIL ADDRESS	CONTACT MOBILE # (REQUIRED)

EXHIBITOR BADGE REGISTRATION LIST

NAME TO BE LISTED ON BADGE	EMAIL ADDRESS
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____

ADDITIONAL BADGES

Additional Exhibitor Badges <i>Note: 2 complimentary badges are included with your booth contract</i>	_____	x \$100/person =	_____
Opening Gala (Thursday Evening)	_____	x \$100/person =	_____
Networking Gala (Friday Evening)	_____	complimentary	_____
Full Conference Pass	_____	x \$599/person =	_____
TOTAL (Additional Badges)	_____	TOTAL \$	_____

Please complete and return this registration form to Garret Pachtinger (garret@vetgirlontherun.com) no later than 7/1/2021 to confirm selection(s) and method of payment.



FAIRMONT CHICAGO EXHIBITOR ORDER FORM

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY		STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS			ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 25% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Form Submission – Email completed form to fairmontchisales@psav.com

Payment Information - Please reach out to us in advance with payment information.

1-312-565-1101

MONITORS

	PRICE	QTY.	DAYS RENTED	TOTAL
■ 24" Table Top Monitor	\$			
■ 32" Table Top Monitor	\$			
■ 46" Monitor (Table Top)	\$			
■ 46" Monitor (Floor Stand)	\$			
■ 55" Floor Stand Monitor	\$			
■ 80" Floor Stand Monitor	\$			
■ Labor required for monitors larger than 32"				
■ Touch Screen	Please contact PSAV for quote			

ACCESSORIES

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Laptop	\$			

INTERNET

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Wired internet connection	\$			
■ Wireless internet connection	\$			
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Up-light	\$			

POWER

	PRICE	QTY.	DAYS RENTED	TOTAL
■ 120V – 15 AMP	\$			
■ Custom Branded Power Hub	Please contact PSAV for quote			

TOTAL COSTS	PRICE
EQUIPMENT TOTAL	
Service Charge (Required)	
SALES TAX ()	
ESTIMATED TOTAL DUE	



Fairmont Chicago Millennium Park Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Fairmont Chicago Millennium Park.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **312.938.5425**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Fairmont Chicago Millennium Park
200 North Columbus Drive
Chicago, IL, 60601
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Fairmont Chicago Millennium Park
200 North Columbus Drive
Chicago, IL 60601
Phone: 312.938.5425
Fax: 312.938.5453
Email: usa5609@fedex.com

Operating Hours
Mon – Fri: 7:30am - 6:00pm
Saturday: 8:00am - 12:00pm
Sunday: Closed

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to Fairmont Chicago Millennium Park with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Fairmont Chicago Millennium Park, but please check with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are onsite when the shipments arrive. Any decorator or drayage parcels requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company or decorator specified address. An additional fee of \$70.00 per hour will apply for services such as; breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. There is a minimum charge of 30 minutes and then 15 minutes increments thereafter for each FedEx Office team member required to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Fairmont Chicago Millennium Park, but please check with a FedEx Office team member for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest rooms and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Fairmont Chicago Millennium Park Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors and communication should be sent to FedEx Office indicating what and when those items will be picked up by those vendors. FedEx Office will not arrange freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0 – 1.0 lb..	\$2.00	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
30.1 – 40.0 lbs.	\$25.00	\$55.00
40.1 – 50.0 lbs.	\$25.00	\$55.00
50.1 – 60.0 lbs.	\$35.00	\$55.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$250.00 or \$0.75/lb. > 333 lbs.	\$250.00 or \$0.75/lb. > 333 lbs.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES FEE

An additional fee of \$70.00 per hour will apply for services such as; breaking down pallets/crates, building pallets/crates, excessive package handling/moving due to a customer's request and the collection and disposal of pallets and other packaging materials. There is a minimum charge of 30 minutes and then 15 minutes increments thereafter for each FedEx Office team member required to perform these additional services.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

I KNOW.
WE'RE EXCITED TOO.



VETgirl 

AUGUST 5-8, 2021 | CHICAGO, IL

16-20 training hours, relaxing evening
events, free daycare + free swag!

REGISTRATION OPEN NOW