

Shipping Information Renaissance Tulsa Hotel: 2010 Convention

Renaissance Tulsa Hotel & Convention Center Property Information

- The Convention Center area is carpeted.
- Outside food and beverage is not allowed in the convention center.
- A lift or ramp is needed on the delivery truck to unload at the convention center dock. The garage door size is 11 x 12 with a slight uphill grade. Any item larger than the garage door opening will not be able to enter the hotel. It is your responsibility to make arrangements with the shipping company to have a lift available to unload the materials off the truck. The Hotel's other receiving dock is located away from the convention center and items will travel down several halls and through several double doors. If your materials need to be delivered to the Hotel Receiving Dock, please ensure all proper arrangements are made with the Hotel.
- Loading in or unloading is only allowed at the Convention Center or Hotel loading docks.
- Using the circle drive fire lane at the main Hotel entrance for loading or parking is not allowed.

Shipping & Handling of Exhibit Materials

Direct Shipping to the Hotel:	No earlier than Monday, September 27, 2010
Hotel Shipping Contact:	Bryan Fulton 918-307-4093

Inbound Freight

- **Exhibit materials may be sent directly to the Hotel but not before the direct shipment date Monday, September 27, 2010.**

Outbound Freight

- Hotel's business office has access to ship via UPS or Fed Ex (both just several blocks away.) Fed Ex has regular stops to the hotel, pre-arrangements must be made for UPS to stop at the hotel for pick-up.

FedEx Kinko's
10912 E. 71st St.
Tulsa, Ok 74133
(918) 461-8535

UPS
5805 S 118th Ave. East
Tulsa, Ok 74133
(918) 254-8450

Single Box or Small Material Direct Shipment to the Hotel

Any exhibit materials received at the Hotel will be assessed a **daily handling & storage fee** as follows.
Prices are quoted per individual package.

Qty	Qty-Actual For Hotel Use	ITEM	Price per day	Day(s)	Days Actual For Hotel Use	Total
		Incoming Boxes 0 - 25 lbs	Waived			
		Incoming Boxes 25 lbs - 50 lbs	Waived			
		Incoming Boxes 50 lbs - 100 lbs	Waived			
		Incoming Boxes over 100 lbs per 100 lbs up to 1000	\$20.00			
		Incoming Pallets	\$50.00			
		Outgoing Boxes 0-25 lbs	Waived			
		Outgoing Boxes 25 lbs - 50 lbs	Waived			

		Outgoing Boxes 50 lbs – 100 lbs	Waived			
		Outgoing Boxes over 100 lbs per 100 lbs up to 1000	\$20.00			
		Outgoing Pallets	\$50.00			

For Hotel Use

<i>Subtotal</i>		
<i>22 % Service Charge</i>		
<i>Tax 8.517%</i>		
<i>Total</i>		

Colt Collectors Association, Inc

Contact Name & Phone #: _____

Direct Shipping Label

Colt Collectors Association, Inc

Contact Name & Phone #: _____

Table Holder/Exhibitor Name: _____

Booth Number: _____

SHIP TO:

**Renaissance Tulsa
Hotel & Convention Center**

TABLE HOLDER/EXHIBITOR NAME:

**6808 South 107th East Avenue
Tulsa, OK 74133**

Billing Information

Conference Name/Tradeshow Name:	The 31st Annual Colt Collectors Convention
Vendor/Company Name:	
Booth Number:	Not applicable
Address:	
City, State, & Zip:	
Telephone:	
Cell Number:	
Fax Number:	
Email Address: (optional)	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> AMEX
Credit Card Number:	
Credit Card Expiration Date:	
Printed Name:	
Signature with Date:	
By signing you are agreeing to let the Hotel charge the card indicated to pay for all items ordered in this packet as well as items added over the phone or on property.	
Billing Name and Address: If these are the same as listed above, you may simply check the box.	
Would you like a copy of the invoice sent to you? Please circle one	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate fax or email. Please ensure you have provided the information above. Please circle one	<input type="checkbox"/> Fax <input type="checkbox"/> Email

Total from AV	
Total from Additional	
Total from Shipping	
Grand Total	
Date and Total Charged For Hotel Use	

To fully cancel your order with no charges, contact Bryan Fulton on or *before* Wednesday, September 22, 2010.

On Wednesday, September 29, 2010 the credit card provided will be charged 100% of total order. On or after this date, only additions, upon availability, can be made to your order.
(No refunds for cancellation after this date)

Please return required pages to bryan.fulton@iqh.com
or fax to Bryan Fulton at 918-307-4035.

Hotel Representative for the Colt Collectors Association, Inc is:
Bryan Fulton, Director of Banquet Operations/Shipping
918-307-4093
bryan.fulton@iqh.com