



SHERATON PHILADELPHIA DOWNTOWN

201 N. 17th St.

Philadelphia, PA 19103

(215) 484-2000

INCOMING PACKAGES LABEL

TODAY'S DATE: _____

GUEST NAME: _____

CONFERENCE NAME: ECHO Philadelphia_____

CARE OF: Annalisa McDuffie

COPMPANY/EXHIBITOR NAME: _____

SHOW DATES: Sept 20-23, 2026_____

DELIVER TO (BALLROOM NAME): Liberty Ballroom_____

NUMBER OF BOXES:

(Ex. 1 of 2) _____

****NOTE: WHILE SHERATON HOTEL WILL MAKE EVERY EFFORT TO SEE THAT YOUR PACKAGE IS DELIVERED ON TIME, WE CANNOT BE RESPONSIBLE FOR DAMAGED OR LOST SHIPMENTS***



SHERATON PHILADELPHIA DOWNTOWN
201 N 17TH
PHILADELPHIA PA, 19103
(215) 448-2000
INCOMING/OUTGOING SHIPMENTS/PACKAGES

DATE: _____

TIME: AS OF _____

GUEST NAME: _____

ROOM #: _____

PACKAGE #'s _____

GROUP NAME: **ECHO Philadelphia**

SHOW DATE: **Sept 20-23, 2026**

BOOTH # OR NAME SPECIFIED _____

DELIVERED TO _____ BY _____

METHOD OF PAYMENT:

BILL TO GUEST ROOM (ID REQUIRED)

BILL TO CREDIT CARD

**A secure credit card authorization link will be sent by email*

Email Address: _____

<u>SIZE OF BOX</u>	<u>COST DELIVERY</u>	<u>PICKUP</u>	<u>STORAGE</u>	<u>X</u>	<u>#'S BOX</u>	<u>=</u>	<u>TOTAL</u>
ENVELOPE:	\$3.00	\$2.00	\$2.00	X	_____	=	_____
BOXES 1-25LBS	\$7.00	\$5.00	\$5.00	X	_____	=	_____
BOXES 26-50LBS	\$15.00	\$10.00	\$10.00	X	_____	=	_____
BOXES 51-75LBS	\$25.00	\$15.00	\$15.00	X	_____	=	_____
BOXES 75-100LBS	\$35.00	\$20.00	\$15.00	X	_____	=	_____
BOXES 100 +LBS	\$50.00	\$25.00	\$15.00	X	_____	=	_____
GOLFCLUBS/DISPLAYCASES	\$35.00	\$20.00	\$20.00	X	_____	=	_____
PALLETS 1/2 UNDER 36"	\$100.00	\$75.00	\$75.00	X	_____	=	_____
PALLETS FULL	\$150.00	\$100.00	\$100.00	X	_____	=	_____
CRATES UNDER 150LBS	\$100.00	\$75.00	\$75.00	X	_____	=	_____
CRATES OVER 150LBS	\$150.00	\$100.00	\$100.00	X	_____	=	_____

ALL ABOVE CHARGES DO NOT INCLUDE THE COST OF SHIPPING FEE'S FOR FEDEX UPS DHL ETC...

NUMBER OF BOXES: _____

NUMBER OF SKIDS: _____

HANDLING TOTAL: \$ _____

SIGNATURE OF CLIENT: _____ TIME & DATE _____

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Sheraton Philadelphia Downtown

Exhibitor Information Sheet

Before Arrival:

- Please complete attached Incoming/Outgoing Shipment form
- Email to rashona.gaines@aimbridge.com
- If paying by card, a credit card authorization form will be sent upon receipt
- Option to charge to guestroom is available, guestroom reservation must match to name on form

How to label box:

- Please tape Incoming Package Label Sheet to boxes, clearly labeled

Electricity/AV Items/WIFI:

- Complimentary Wi-Fi will be provided throughout the event space
- Electricity can be ordered during booth registration or by emailing marketing@echoflightcrew.org by September 1st

Once Onsite:

- Packages will be delivered to booth on the day of setup
- Please save boxes if they are being used to ship items outgoing

Outgoing Packages:

- Please arrange for your packages to be picked up via carrier of your choice
- Close and clearly label boxes with shipping labels and leave at booth, unless otherwise noted
- Shipping department will collect all outgoing boxes
- Please keep tracking numbers as we are not able to manage them once in transit

LOADING DOCK INFORMATION

17th and Race St. behind hotel (highlighted in yellow)



Truck Size: up to 48', no sleeper

**any size larger will not fit in dock and may require truck to be unloaded on street, weight and time restrictions will apply*

Dock Height: 4 ft. high

Ramp: (1) located in dock

Freight Elevator: accessible from Lobby level, services Mezzanine and Ballroom level

Freight Elevator Dimensions: 9'h x 8'w x 20'd / 20,000 lb. capacity

