

EXHIBITOR SERVICE ORDER FORM

CONFIDENTIAL - NOT FOR DISTRIBUTION

COMPANY NAME: _____ CONTACT NAME: _____ NAME OF CONFERENCE <small>(Required for Processing):</small> _____ ADDRESS _____ CITY, STATE, ZIP _____ SET UP DATE: _____ TIME: _____ BOOTH #: _____ STRIKE DATE: _____ TIME: _____	<div style="text-align: right; font-weight: bold; font-size: small;"> VISA MC AMEX DINERS DISCOVER </div> CREDIT CARD # _____ Exp Date: _____ NAME ON CARD: _____ CARDHOLDER SIGNATURE: _____ <small style="float: right;">We will call you for last 4-digits of card number</small> PHONE: _____ EMAIL: _____
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ADDITIONAL EXHIBITOR TABLES					BOX DELIVERY <small>Please reference Package Handling & Services Form for pricing</small>				
DESCRIPTION	Regular Price per Day	Days	Qty	Subtotal	DESCRIPTION	Price	Days	Qty	Subtotal
Include a 6' ft Table with (2) Chairs and Waste Basket	\$25.00				DAILY STORAGE FEE	See Sheet			
					BOX MOVEMENT FEE	See Sheet			

HIGH SPEED INTERNET ACCESS <small>If Internet is needed, please contact CSM for pricing</small>					MISCELLANEOUS				
DESCRIPTION	Needed Y/N	Days	Qty	Subtotal	DESCRIPTION	Regular Price per Day	Days	Qty	Subtotal
WIRELESS INTERNET ACCESS:					20a Circuit, EXTENSION CORD & POWER STRIP	\$25.00			
WIRED INTERNET ACCESS					FLIPCHART PACKAGE	\$85.00			
					SIGN EASEL	\$25.00			
					32" HD LCD Monitor	\$500.00			
					SIGNAGE / BANNER	Based on Size & Weight			

- TERMS AND CONDITIONS:**
- Pricing is per day and it is subject to a 25% Service Charge and 7.75% Sales Tax where applicable.
 - No credits will be issued for installed equipment, even if not used.
 - Payment in full must be rendered prior to the event. Exhibitors will be billed for services provided. Services may be interrupted if payment is not received.
 - The Hotel is not responsible for any and all losses of power beyond the Hotel's Control including but not limited to losses due to the utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibit equipment
 - Hotel cannot make shipping arrangements on your behalf.
 - By Signing this Form, the Exhibitor agrees to all terms and conditions on this order form.

All Signage brought into the Hotel must be Professionally made and meet the requirements of the Hotel Management. Signage may not be stapled, nailed, taped, tacked or otherwise affixed to any hotel doors, walls, windows, columns or other parts of the building(s) or furnishings.

SUMMARY OF CHARGES	
INTERNET ACCESS	
BOX DELIVERY	
MISCELLANEOUS	
25% SERVICE CHARGE (taxable)	
7.75% SALES TAX	
TOTAL	

Boxes/Services will not be delivered if this form is not returned prior to your Set Up Date.

Authorized Signature: _____ Date: _____