



Exhibitor Service Order Form

To assist us in ensuring proper set-up and billing,
Please complete and return this form two weeks prior to event date.

(Utilize this form if shipping packages to the hotel, this will expedite the drayage process.)

billing information	<u>function</u>	<u>date</u>
name:	_____	phone #:
address:	_____	fax #:
	_____	email:
payment via:	<input type="checkbox"/> visa <input type="checkbox"/> mastercard <input type="checkbox"/> amex <input type="checkbox"/> diners club <input type="checkbox"/> carte blanche <input type="checkbox"/> check <input type="checkbox"/> other	exp. date:
card/acct #:	_____	_____
charges authorized by:	_____	_____
	<small>printed name</small>	<small>signature</small>

booth services	qty	# of days	advance order	total amount
booth space provided:				
risers - 6' x 8' height either 16 or 24 in.			\$48.00	
living room set (couch, 2 arm chairs, coffee table)			\$100.00	
armchair or bar stool			\$15.00	
additional skirted/draped display table			\$15.00	

electrical services	qty	# of days	advance order	total amount
dedicated outlet 120v 20 amp service			\$50.00	
dedicated outlet 208v 30 amp service (nema L6-30)			\$75.00	
extension cord			\$5.00	
power strip			\$10.00	
wall and floor outlets are not part of the rental space, and will be charged accordingly				

communication services	qty	# of days	advance order	total amount
direct dial line - one time set-up (min. 14 day notice required)			\$200.00	
dial 9 line - one time set-up			\$100.00	
high speed internet access connection			\$200.00	

drayageservices	qty	# of days	advance order	total amount
box - receipt and delivery			\$10.00	
storage - per day (if arrival is prior to 72 hours out)			\$5.00	
pallet/pkg over 250 lb - receipt and delivery			\$100.00	
storage - per day (if arrival is prior to 72 hours out)			\$50.00	
all deliveries over 81" in height or 47" wide must be delivered by a truck with a lift gate.				

[visit www.EmbassySuitesConcord.com](http://www.EmbassySuitesConcord.com)

For a complete listing of our event technology services.
Select the Meetings & Events tab or contact your
Convention Services Manager.

subtotal	
service charge	22%
tax	6.75%
total	

special instructions:

please return or fax completed form to:

name: _____

phone #: _____

fax #: _____

email: _____

**All pricing is listed per room, per day, unless noted, and does not include applicable tax or customary 22% Service Charge to cover installation/dismantle.
Add \$50.00 for any Floor Order day of Event.**