

Table/Chairs - Electricity - Internet - Phone

To properly meet all requests, all orders must be received no later than February 27, 2015. On-site orders can not be guaranteed.

Company/Exhibitor: _____ Booth Number: _____

On-Site Contact: _____ Cell Number: _____

SHIPPING INFORMATION: A handling fee of \$5.00 per Box and \$25.00 per Palette will apply. Vendor materials will be placed in each booth at the time of setup. The Hotel cannot accept any C.O.D. shipments or pallets. Shipments directly to the hotel without this form completed will be refused.

Number of Pieces:	Name of Shipping Company:
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RETURN SHIPMENTS: All return shipments MUST be handled through the Conference Office or through the decorator company by the show manager. Please contact **Joyce Leaphart** at ext. 6890. Return shipments are the responsibilities of each vendor.

ADDITIONAL REQUIREMENTS:

	Quantity	Days	Description	Cost	Total
Booth Furnishings			Per 8' booth: (1) 6' x 18" table with cloth, 2 chairs	No Charge	
Electrical			Basic Power Outlet – 20 amp	\$30.00 per day / \$90.00 for the 3 day Event	\$119.41**
			Basic Power ordered on site 20amp	\$75 per day	\$298.53**
			220 Outlet (for dryers, etc.) based on availability	\$110.00 per outlet/per day	\$145.94**
Exhibit Technology			42" Flat Screen LCD	\$350 per day	\$464.38**
			8' Tripod Screen	\$80 per day	\$106.14**
Phone Line			Phone Line local/long Distance	\$100.00 plus cost of calls*	
Internet			Wired - High-Speed Internet	\$134.00 / day	
			Wireless High-Speed Internet	\$134.00 / day	

*Inclusive of 7% Sales Tax

**Inclusive of 7% Sales Tax and 24% Service Charge

All On-Site orders will be charged a \$100.00 service fee. Please be sure you place your order early!

****ALL POWER NEEDS MUST BE PAID IN FULL TO THE HOTEL PRIOR TO INSTALLATION****

I authorize the Hilton Atlanta Airport to charge my credit card for the items selected above:

(Credit Card Type)

(Credit Card Number)

(Expiration Date)

❖ The actual amount for the event will be charged in advance to the credit card. Additions will be collected on site, however, an authorization for the estimated charges will be obtained five business days prior to the event.

(Cardholder's Name (Please print))

(Cardholder's Signature/Date)

(Cardholder's Billing Address)

(Telephone Number)