

DunMar Exhibit Services



A Full Service Exhibit House
And
TRADE SHOW CONTRACTOR

Virginia ASCD
November 29-December 1, 2017
DoubleTree Hotel Williamsburg
Williamsburg, VA

Welcome Exhibitors!

DUNMAR EXHIBIT SERVICES (DES) is pleased to serve as the Official Service Contractor for the Virginia ASCD

BOOTH PACKAGE: Booths (6'x8') will be set with 8' high back drape and 3' high side rails in the show colors burgundy and white. The booth package includes:

- One (1) 6' Skirted Table
- Two (2) Folding Chairs
- One (1) Wastebasket
- One (1) 7"x44" Booth ID Sign

The above items are provided by Show Management and will be placed in your booth prior to your arrival.

THE EXHIBIT HALL IS CARPETED

Exhibitor Move-In: Tuesday, November 28, 2017 after 4:00 pm

Exhibitor Move-Out: Friday, December 1, 2017 1:30 pm

Freight Handling: Due to space restrictions, the convention facility may not be able to receive advance freight. Please ship any advance freight to our Norfolk location by Friday, 11/17/2017. A form is enclosed. Your freight will be placed in your booth prior to your arrival for exhibitor set-up. To have your freight forwarded at the close of the show, you will need to complete an outbound shipping bill of lading and return shipping labels. A Dunmar representative will be on site to assist you and collect your completed bill of lading. You will incur additional costs if you abandon your freight or exhibit. DES will have priority on loading docks at all times.

Electrical & Phone: Electrical, Phone, & Internet service is provided by DoubleTree Hotel Williamsburg and will be charged separately. For your convenience, their form(s) have been provided in our show kit. You must return these orders directly to the DoubleTree Hotel Williamsburg for processing.

Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. DES cannot be responsible for injuries from falls caused by the improper use of this furniture

Please call Kathy Starnes at 757-461-8888 ext 114 or Direct Line 757-932-8399 if you have any questions.

Dunmar Exhibit Services
130 S. Military Highway
Norfolk, VA 23502
Tel (757) 461-8888 ext. 114 - Direct Line (757) 932-8399 - Fax (757) 461-5192

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PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES.

- **DES** requires payment in full at the time services are ordered. DES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.
- **DISCOUNT PRICES:** To qualify for discount pricing, orders and FULL PAYMENT by a check drawn on U.S. Funds or a credit card must accompany your order and be received by the discount price deadline.
- **SHOW SITE ORDERS:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from DES the payment policy stated above applies. Payment must be received from the Third party prior to the contract date or such charges become the responsibility of the exhibiting firm.
- **METHOD OF PAYMENT:** Dunmar Exhibit Services accepts MasterCard, Visa, Discover, American Express and check. **Payment made by credit card has a 2.5% convenience fee added.** Credit Card authorization is still required even if you pay by check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. bank. Exhibitors will be charged a \$29.00 fee for returned NSF checks.
- **SALES/RENTAL TAX:** Sales & rental taxes (7%) will be added to all rentals and materials. ONLY the 6% sales tax is exempt. The 1% rental tax is MANDATORY regardless of your organization.
- **TAX EXEMPT:** If you are tax exempt, a copy of your Tax Exempt Certificate for Virginia must accompany your order
- **CANCELLATIONS:** Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

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PAYMENT & CREDIT CARD AUTHORIZATION

EXHIBITOR	All orders are governed by the DES Payment Policy
ADDRESS CITY STATE ZIP	
TELEPHONE EXT. FAX	
AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PRINT DATE	
EMAIL ADDRESS	

CREDIT CARD CHARGE AUTHORIZATION (Please provide CVC Code and Expiration date)

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS (A convenience fee of 2.5% will be charged on the credit card)													
ACCOUNT NUMBER													
CVC 3 (or) 4 DIGIT CODE					EXPIRATION DATE: Month _____/Year _____	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL							
CARDHOLDER'S SIGNATURE							CARDHOLDER'S NAME - PRINT						
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE										CITY	STATE	ZIP	

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check however, we require your credit card authorization to be on file with DES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event

CALCULATION OF ORDERS

	TOTAL FROM EACH FORM	OFFICE USE ONLY
Freight Handling - In		
Freight Handling - Out		
Installation - Dismantle Labor		
Standard Furnishings		
Booth Cleaning		
Audio Visual Equipment		
Plants		
Other Items (Specify)		
SUBTOTAL		
6% SALES TAX		
1% RENTAL TAX		
SUBTOTAL		
2.5% CONVENIENCE FEE		
TOTAL AMOUNT DUE		

To simplify payments, send one check payable to Dunmar Exhibit Services for the entire amount or note the amount to be charged to your credit card.

Charge My Credit Card in the Amount of	\$
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DRAYAGE SERVICE AND FREIGHT HANDLING ORDER FORM

ALL SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

(Weight is based on incoming weight only – no allowance will be made for attrition during the show)

SERVICE A -Shipments received at advance warehouse: Unloaded, stored up to 30 days, delivered to the unloading area of the exhibit facility; taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines, or common carrier at the show facility.

SERVICE B – Direct Shipment to Show Site: Unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines or common carrier at the show facility.

Storage: In the event that only storage services is needed for empty crates or cartons rates are \$15.00 per small crate (up to 10 cubic feet), \$35.00 per large crate (over 10 cubic feet) and \$6.00 per carton with a \$25.00 minimum.

Banding: Charged as labor (1hour minimum) \$58.00 per hour S.T. and \$87.00 per hour O.T.

Shrinkwrap: \$50.00 per pallet.

Overtime Surcharges apply if shipments are handled before 8:00 AM or after 4:30 PM Monday through Friday, all day on Saturday, Sunday and Holidays or if shipments are handled during overtime hours due to scheduling conflicts beyond Dunmar's control. This surcharge will also apply to shipments that are received past the Advance Shipment Deadline unless late shipping is cleared with a Dunmar representative.

SERVICE A ADVANCE SHIPMENTS TO WAREHOUSE	Incoming Weight Only Rounded Up to next 100 lbs. Shipment Weight x Rate/100 LBS		200 lb Minimum per Shipment	Estimated Charges
Crated, Cases, Cartons – Skidded ONLY	lbs.	57.50	115.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	30.00 each		
SERVICE B DIRECT SHIPMENT TO SHOW SITE (Rec'd during installation period only!)				
Crated, Cases, Cartons – Skidded ONLY	lbs.	55.00	110.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	20.00 each		
SPECIAL SERVICES				
Shipment returned to warehouse for forwarding	lbs	25.00	50.00	
Pallet Jack with Operator - 1 hr min.	hr.	35.00 per hr S.T.	60.00 per hr O.T.	
Forklift with Operator (5000 lbs capacity) 1 hr min	hr.	78.00 per hr S.T.	115.00 per hr O.T.	
Forklift over 5000 lbs quoted upon request	hr.			
Truck and driver rates for special pickup and deliver/late warehouse deliveries				
Cargo Van plus .90 cents per mile	65 .00 per hr S.T.	80.00 per hr O.T.		
22' Straight Truck w/lift gate plus \$1.35 per mile	80.00 per hr.S.T.	95.00 per hr. O.T.		
Tractor and Trailer plus \$1.75 per mile	100.00 per hr S.T	115.00 per hr O.T.		
TOTAL ESTIMATED CHARGES				\$

WAREHOUSE SHIPPING ADDRESS: To: Exhibitor's Firm Name
For: Tradeshow Name
C/o: Dunmar Exhibit Services
130 S. Military Highway
Norfolk, VA 23502

Freight must arrive by 11/17/2017

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FREIGHT HANDLING INFORMATION & POLICY

EXHIBITOR				Advance Shipment DEADLINE 11/17/2017
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

INBOUND SHIPMENT INFORMATION (Attach a separate sheet for multiple shipment)

Shipper (Name) _____ Shipped From (City) _____
 Shipped Via (Truck Line, Airline Name) _____ Pro No. _____
 Total No. of Shipments _____ Total No. of Pieces _____ Total Weight _____ lbs.

Inbound and Outbound traffic schedules are the responsibility of the Official Drayage Contractor. To ensure prompt handling of exhibit material in and out of the exhibit hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor.

IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SHIPPING ARRANGEMENTS, unless you elect to use the show Preferred Carrier. If electing to use the Preferred Carrier, please leave that space blank on the bill of lading. DES will forward all shipments to the carriers specified on the Bill of Lading you prepare, or by our preferred carrier within two business days.

Outbound Shipping Instructions: Information should be given to DES prior to, during the show or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Do not abandon your exhibit until a bill of lading has been prepared and turned into the Dunmar representative. **The materials must have shipping labels on them.** Freight remaining on the exhibit floor without proper instructions for disposition will be removed by DES and shipped with the information available at the time. Under no circumstances will DES be liable for shipping errors or costs subsequent to the show.

Outbound Shipment Information:

Ship From: Show Site if applicable (**Exhibitor must make shipping arrangements**)
 Warehouse No. Pcs. _____ Weight _____ lbs.

Ship to: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Ship By: Dunmar Preferred Carrier (YRC) Other _____ Account No. _____

Shipments being handled by UPS and Federal Express, inbound and outbound, must have shipping arrangements made in advance. **DES can not make these arrangements.**

Liability

DES will not be responsible for damage to uncrated or improperly packed materials, or concealed damage, loss or theft after items are placed in exhibitor's booth, or before we have removed items from the exhibit hall. DES will not be responsible for any loss, damage or delay resulting from acts of God, fire, strikes, lockouts, or work stoppages of any kind. Liability for any damage caused by Dunmar will be limited to 0.30 per pound, per article, not to exceed \$50.00 per article, and a maximum of \$1,000.00 per shipment. Please be sure all your exhibit equipment is properly insured against all hazards, including fire and theft, while in transit to and from the show and while at the show.

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EXHIBIT INSTALLATION & DISMANTLE ORDER FORM

EXHIBITOR				All orders are governed by the DES Payment Policy
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

SUPERVISION SERVICES

DES SUPERVISED (OK to Proceed) **Set Up Instructions should be included in shipment**

DES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision

EXHIBITOR SUPERVISED (Do not Proceed)

Exhibitor will supervise:

- Installation
Exhibitor needs workers on (date) _____ at (time) _____ AM PM for (hours) _____
- Dismantle
Exhibitor needs workers on (date) _____ at (time) _____ AM PM for (hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please confirm other starting times prior to the beginning of the show. Labor cancelled without 24 hours notice will be charged a one (1) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

EXHIBIT LABOR RATES

Times

Hourly Rates

Straight Time	Between 8:00 AM and 4:30 PM Weekdays	\$58.00
Overtime	Before 8:00 AM and after 4:30 PM Weekdays and all day Saturday, Sunday & Holidays	\$87.00

A minimum of one (1) hour will be charged for each worker ordered. Labor will then be charged in one-half (1/2) hour increments. Gratuities in any form are prohibited.

Please estimate the number of workers and hours per worker needed below. Final charges will be calculated according to actual hours worked.

	No. Workers	x	Hours/Worker	=	Total Worker Hours	@ Rate	Total
Installation							
Dismantle							
Total Services Ordered							
Add 25% DES Supervision							
Total Payment Enclosed						\$	

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FURINTURE & ACCESSORIES ORDER FORM

EXHIBITOR					Discount Price Deadline 11/17/2017								
ADDRESS			CITY							STATE		ZIP	
TELEPHONE			FAX										
EMAIL ADDRESS													
QUANTITY		REGULAR	DISCOUNT	TOTAL	QUANTITY		REGULAR	DISCOUNT	TOTAL				
Skirted Display Tables- 24"W x 30"H					Table Top Risers & Draping								
	4' Long Table	\$88.00	\$70.00			4' x 12" x 12" Riser	\$27.00	\$19.00					
	6' Long Table	\$100.00	\$81.00			4' x 12" x 12" Draped Riser	\$49.00	\$40.00					
	8' Long Table	\$115.00	\$91.00			6' x 12" x 12" Riser	\$39.00	\$32.00					
						6' x 12" x 12" Draped Riser	\$62.00	\$49.00					
Skirted Display Tables- 24"W x 42"H					Special Draping								
	4' Long Table	\$115.00	\$91.00			3'H Linear ft.	\$3.50	\$3.00					
	6' Long Table	\$130.00	\$103.00			8'H Linear ft.	\$4.50	\$4.00					
	8' Long Table	\$141.00	\$114.00			12'H Linear ft.	\$6.50	\$6.00					
Table Skirt Color (circle one)					Special Drape / Riser Color (Circle One)								
Beige Black Blue Burgundy					Beige Black Blue Burgundy								
Hunter Green Silver Red White Gold					Hunter Green Silver Red White Gold								
Furniture (and Round Tables with Linens)					Carpet								
	30" or 36" Round Table	\$60.00	\$55.00			10' x 10'	\$150.00	\$110.00					
	30" Cocktail Table 42"H	\$70.00	\$65.00			10' x 20'	\$300.00	\$220.00					
	Padded Counter Stool	\$50.00	\$45.00			10' x 30'	\$450.00	\$330.00					
	Black Folding Chair	\$32.00	\$27.00		Custom Cut Carpet								
	Easel	\$45.00	\$35.00		_____ ft x _____ ft = _____ sq. ft								
	Bag Holders	\$55.00	\$45.00		_____ sq.ft @ \$2.70 per sq. ft. installed = <input type="text"/>								
	Wastebasket	\$21.00	\$15.00		Carpet Padding								
	Stanchions & Chain	\$40.00	\$25.00		_____ ft x _____ ft = _____ sq. ft								
Table Linen Color (circle one) Red White Blue Black					_____ sq.ft @ \$.95 per sq. ft. installed = <input type="text"/>								
Display Panels					Carpet Color (circle one)								
	4'x8' Velcro Boards	\$105.00	\$90.00		Blue Grey Red Black								
	4'x8' Peg Boards w/ Pegs	\$160.00	\$135.00										
	Peg Boards Circle One: _____ Horizontal or Vertical												
	Table Top Displays	\$150.00	\$125.00		SUBTOTAL								
Pop Ups Available – Call for Quote					6% SALES TAX								
					1% RENTAL TAX								
TOTAL OF ALL ITEMS ORDERED WITH PAYMENT ENCLOSED							\$						

PRICE INCLUDES INSTALLATION, RENTAL AND REMOVAL

Cancellation Policy: Items cancelled will be charged at 50% of the original price after move-in begins and 100% of the original price after installation.

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CLEANING ORDER FORM

EXHIBITOR				All orders are governed by the DES Payment Policy
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT	DATE		

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Cost of vacuuming will be invoiced on the total area of your booth based on **100 square foot minimum**.

Please Note – DES reserves the right to retract this service in the event there are less than five (5) orders. Exhibiting companies requesting this service will be notified if this occurs.

BOOTH CLEANING SERVICES *PLEASE MARK YOUR SELECTIONS*

- Vacuum, Dust and Empty Wastebasket** Regular (No Discounts)
- Daily* cost per square foot per day \$.25
- One Time (Prior to Show) cost per square foot \$.21

Other – Please Specify (Rates available upon request)

CALCULATION OF ORDER

* Calculate days when ordering daily service Booth Dimensions: _____ x _____ = _____ sq. ft.

	SQ. FT.	x	RATE	x	NO. DAYS	TOTAL
Vacuuming						
Total All Lines						\$
Total Payment Enclosed						\$

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PLANT & FLORAL ORDER FORM

EXHIBITOR				ORDER DEADLINE 11/17/2017
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT	DATE		

All plants are for rent only and **must be ordered in advance**. Rates are based on a standard 3-day show or less. To avoid substitutions, large orders should be placed as soon as possible. Dunmar Exhibit Services reserves the right to retract this service in the event there are less than 5 Exhibitors requesting this service. If this occurs, Exhibitors will be notified prior to show set-up.

Quantity	Item	Price	Total
	2' Green Plant	\$45.00	
	3' Green Plant	\$55.00	
	4' Green Plant	\$65.00	
	5' Green Plant	\$75.00	
	Large Fern	\$55.00	
	Mums (or Similar Flowering Plant)	\$45.00	
	Custom Floral Arrangement (SALE ONLY)	\$125.00	
		SUBTOTAL	
		6% Sales Tax	\$
		1% Rental Tax	\$
		Total	\$

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AUDIO VISUAL & SOUND EQUIPMENT

EXHIBITOR				ORDER DEADLINE 11/17/2017
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT	DATE		

Audio Visual and Sound Equipment is available on an as needed basis. Equipment will be procured from local vendors at the best available rates and the vendor will install the equipment in your booth space. Damage to or loss of the equipment will be the responsibility of the exhibitor.

AV Equipment (Special Order)

DAILY RATE

Description	Qty.	Price per Day	No. of Days	Total
27" Flat Screen LCD Monitor		\$295.00		
32" Flat Screen LCD Monitor		\$320.00		
40" Flat Screen LCD Monitor		\$350.00		
42" Flat Screen LCD Monitor		\$375.00		
46" Flat Screen LCD Monitor		\$400.00		
55" Flat Screen LCD Monitor		\$425.00		
60" Flat Screen LCD Monitor		\$450.00		
Pole Stand		\$80.00		
Truss Stand		\$130.00		
DVD Player		\$125.00		
Other:				
				SUBTOTAL
				6% Sales Tax \$
				1% Rental Tax \$
				Total \$

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Dunmar Exhibit Services

Deliver by 11/17/2017

To: _____
EXHIBITOR NAME

C/O: Dunmar Exhibit Services
130 S. Military Hwy
Norfolk, VA 23502

WAREHOUSE

Event: Virginia ASCD

Booth# _____ No _____ of _____ Pieces

Dunmar Exhibit Services

Deliver by 11/17/2017

To: _____
EXHIBITOR NAME

C/O: Dunmar Exhibit Services
130 S. Military Hwy
Norfolk, VA 23502

WAREHOUSE

Event: Virginia ASCD

Booth# _____ No _____ of _____ Pieces

The above labels are provided for your convenience.
Please place one on each piece shipped to ensure proper delivery.
If you do not have your booth number you may leave that line blank.
If more labels are needed copies are acceptable.

Dunmar Exhibit Services

Do Not Deliver Before 11/28/2017

To: _____
EXHIBITOR NAME

C/O: Dunmar Exhibit Services
50 Kingsmill Road
Williamsburg, VA 23185

SHOW SITE

Event: Virginia ASCD

Booth# _____ No _____ of _____ Pieces

Dunmar Exhibit Services

Do Not Deliver Before 11/28/2017

To: _____
EXHIBITOR NAME

C/O: Dunmar Exhibit Services
50 Kingsmill Road
Williamsburg, VA 23185

SHOW SITE

Event: Virginia ASCD

Booth# _____ No _____ of _____ Pieces

The above labels are provided for your convenience.
Please place one on each piece shipped to ensure proper delivery.
If you do not have your booth number you may leave that line blank.
If more labels are needed copies are acceptable.

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Dear Exhibitor,

Dunmar Exhibitor Services and the DoubleTree Hotel Williamsburg are both proud members of *Virginia Green*, the Commonwealth's campaign to encourage environmentally-friendly practices in all aspects of Virginia's tourism industry.

We ask that you support our efforts by using the [blue](#) Recycling Containers throughout the exhibit hall. THANK YOU.



RECYCLE ALL THESE ITEMS IN OUR CONTAINERS!

**Cardboard Boxes
Flattened**



**Mixed
Papers**



**#1 and #2
Plastic Bottles**



**Glass
Bottles**



**Steel, Tin and
Aluminum Cans**



BUT NOT THESE, PLEASE!

Aerosol Cans ► Motor Oil ► Paint Cans

Plastic Bags ► Wood Products ► Yard Waste

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Vendor Request Form

Return to: DoubleTree by Hilton Williamsburg Catering Department
 50 Kingsmill Road Williamsburg, VA 23185
 Hotel: (757) 220-2500 ext: 7755 Fax: (757) 253-0541 Samantha.Smith@interstatehotels.com

Event Name: _____ Event Date: _____ to _____		Dates Equipment Needed: _____ to _____ Booth No: _____		
OUTLET ITEM	NUMBER OF DAYS NEEDED	NUMBER NEEDED (per day)	PRICE	COST
110 Volt Each/ 10 Amp Standard Outlet (1) Plug-In			\$50 per Day (plus tax and service charge)	
220 Volt Each/20 Amp Standard Outlet (1) Plug-In			\$150 per Day (plus tax and service charge)	
Power Strips			\$15.00 per Day (plus tax and service charge)	
Extension Cords			\$10.00 each per Day (plus tax and service charge)	
Phone Line			\$60.00 per Day (plus tax and service charge)	
Wireless Internet Connection	VASCD has paid your internet fee for you		\$50.00 per connection per day (plus tax)	
Wired Internet connection			\$50.00 per connection per day plus \$150 one time labor fee (plus tax and service charge)	
Boxes & Deliveries to hotel <i>All boxes must include name of event, name of person on property responsible for delivery and date of event. All boxes & weights must be listed on the line below along with payment information. Boxes not listed will be turned away without the above information</i>		List number of Boxes & weight for each box on line provided below	Boxes 49lbs and lighter will be stored at \$5.00 per box, per day. Boxes 50lbs and over will be stored at \$15.00 per box per day. **Guests are responsible for transport of all materials. Hotel does not have a hand truck to move large items.	
Grand Total	Text		TO BE COMPLETED BY CATERING	

BOXES AND WEIGHTS: _____
 *All charges are exclusive of all applicable tax (currently 10%) and a taxable service charge of 22%.
 Additional Requests: _____

Vendor Request Forms must be received by the DoubleTree minimum of (14) days prior to your conference, order forms received within 14 days of the event will be subject to addition charges and based on availability. Order forms must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final. We will not guarantee service on late requests; less than 72 business hours. There will be (without exception), a \$100.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$200.00 for service. Also, a minimum \$200.00 service fee will be applied to any equipment requiring on-site wiring.

Special Notice: (Limited Supplies - First Come, First Serve)

- Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager
- All electrical equipment must have Underwriter's Laboratory seal
- The hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted
- No spring type-clamp spot fixtures of holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord
- Guest and event attendees are responsible for arranging pick-up times for their outgoing packages, please call either of these numbers to schedule.

UPS 1-800-742-5877 or Fed-Ex 1-800-463-3339

Company Name: _____ **Phone Number:** _____
Address: _____
Today's Date: _____ **Cardholder Name:** _____
Signature: _____ **Please E-mail Receipt To:** _____
Last Four Digits for Credit Card #: _____ **Exp Date:** _____
 (Hotel will call the phone number provided for entire credit card number for charging.)