

ATTN: Tanya Wilson  
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Please Return At Least 7 Days Prior to Set Up Date

Name of Convention: \_\_\_\_\_

Date of Set-Up: \_\_\_\_\_ Time of Set-Up: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Exhibitor On-Site Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	# Days	Total
	Phone Line (Analog)	\$100.00 each - 1 <sup>st</sup> day \$35.00 - additional days		
	Wired High Speed Internet Access	\$150.00 each* \$50.00 per additional line		
	Engineer (Services)	\$25.00 each per ½ hour	N/A	
	Extension Cord or Power Strip	\$20.00 each per day*		
	20 AMP 110 Volt Electrical Outlet	\$20.00 each per day*		
	50" High Definition LCD Flat Panel Monitor with A/V Cart and Tech Assistance	\$350.00 each per day*		
	60" High Definition LCD Flat Panel Monitor with A/V Cart and Tech Assistance	\$450.00 each per day*		
	Boom Lift Charge	\$150.00 per day*		
	Banners (Hung on Air Walls Only)	\$25.00 each	N/A	
	<b>Package Handling:</b> <i>Shipments received more than three days prior to the event: \$25.00 per day storage fee</i>	\$5.00 each (under 25 lbs.) \$10.00 each (over 25 lbs.) \$50.00 each (pallets)	<b>One time fee</b>	
Wireless Internet available. Please contact above Event Manager for pricing and availability.  <b>*ABOVE PRICES ARE PER DAY</b>  <i>WITH THE EXCEPTION OF BANNERS</i>	<b>SUBTOTAL</b>			\$
	<b>24% TAXABLE ADMINISTRATIVE CHARGE</b>			\$
	<b>9.25% SALES TAX</b>			\$
	<b>TOTAL DUE</b>			\$

\_\_\_\_\_ CHECK ENCLOSED  
 \_\_\_\_\_ CREDIT CARD # \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

SIGNATURE OF CARDHOLDER: \_\_\_\_\_

\_\_\_\_\_ BILL TO A GUEST ROOM; NAME: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_