



**EMBASSY
SUITES**
by HILTON™

Nashville SE Murfreesboro

Embassy Suites Nashville SE- Murfreesboro
1200 Conference Center Blvd
Murfreesboro, TN 37129

Please return completed form to
orders.mbtes@atriumhospitality.com

IPO

Exhibitor Service Order Form

Our Catering Services Department is here to assist you with your exhibit needs. Please fill out the following form to ensure proper billing and set-up. If you are shipping materials directly to the Hotel, please contact the hotel.

Note: Forms must be filled out completely and legibly in order to be processed. Orders that cannot be processed may be subject to On-Site pricing
*All charges/rentals are calculated per day- 25% service charge and 9.75% sales tax will be added to all orders.
Exhibitors are responsible for packing and labeling all outgoing shipments. A pickup must be scheduled as UPS and Fedex will **not pickup without payment.

Date of Function: _____
Booth: _____
Guest Name: _____
Street Address: _____
Telephone Number: _____

Event Name: _____
Number of Days: _____
Company: _____
City, State, Zip Code: _____
Email Address: _____

All charges/rentals are calculated per day- 25% service charge and 9.75% sales tax will be added to all orders.

If payment and completed form is not received 10 days prior to the start of the event, then there will be a fee of \$50

Electrical Service:

| # Ordered | Description | Advance Order | # of days | Total Amount |
|-----------|--|-------------------------|-----------|--------------|
| | Dedicated/ Additional Dedicated 110V 15A Circuit | \$40 | | \$0 |
| | Custom Power Connection | Please call for pricing | | |
| | AC Extension Cord | \$15 | | \$0 |
| | AC Outlet Strip | \$15 | | \$0 |
| | Additional Electrical Services | Please call for pricing | | |
| | Additional 6'x18" table | \$ 20.00 | | \$ - |
| | Additional 6'x30" table | \$ 20.00 | | \$ - |

Wall outlets and/or power columns are not part of the rental space and are not for exhibitor use

Internet Service

| # Ordered | Description | Advance Order | # of days | Total Amount |
|-----------|---|---------------|-----------|--------------|
| | Additional Wireless Internet Connection | \$12 | | \$0 |
| | Wire High Speed Data Connectoin | \$75 | | \$0 |
| | Spash Page Bypass | \$125 | | \$0 |

Additional items available by request

AV Service

| # Ordered | Description | Advance Order | # of days | Total Amount |
|-----------|---|---------------|-----------|--------------|
| | 21" LCD Display | \$85 | | \$0 |
| | 42" LCD Screen with Floor Stand | \$250 | | \$0 |
| | 55" LCD Screen with Floor Stand | \$300 | | \$0 |
| | Laptop Audio - D.I., Mixer & 8" Powered Speaker | 235 | | \$0 |
| | LCD Projector with 6' Screen, cords, etc. | 500 | | \$0 |

Additional items available by request.

Shipping:

| # Ordered | Description | Advance Order | # of days | Total Amount |
|-----------|--|---------------|-----------|--------------|
| | 1 - Box Receipt and Storage - up to 36" x 24" x 24" | \$85 | | \$0 |
| | 1- Box Receipt and Storage- Larger Boxes / Display Cases | \$200 | | \$0 |
| | 1- Pallet/Package +50 lbs. Receipt and Storage | \$300 | | \$0 |
| | Prior to 72 Hours of Event Start (Additional per day) | \$100 | | \$0 |

All Charges/rentals are calculated per day - 25% service charge and 9.75% sales tax will be added to all orders
Please return completed form to madison.long@atriumhospitality.com

Special Instructions

Order Authorized by:

Signature