

HILTON ALEXANDRIA MARK CENTER EXHIBIT SERVICE ORDER FORM

PLEASE NOTE:

1. PLEASE ATTACH ANY INFORMATION, DIAGRAMS, ETC. THAT WILL ASSIST OUR STAFF IN SETTING UP YOUR NEEDS.
2. LABOR CHARGES ARE INCLUDED.
3. PAYMENT MUST BE ENCLOSED OR A CREDIT CARD AUTHORIZATION COMPLETED BELOW.

ELECTRICAL

Charges Are One Time Installation, Not Per Day

QUANTITY	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL CHARGE
	120V 20AMP FOURPLEX SINGLE PHASE	\$65.00	\$105.00	
	208V 20AMP SINGLE PHASE	\$95.00	\$115.00	
	208V 30AMP SINGLE PHASE	\$100.00	\$120.00	
	208V 50AMP SINGLE PHASE	\$140.00	\$180.00	
	208V 100AMP THREE PHASE	\$155.00	\$195.00	
	208V 200AMP THREE PHASE	\$305.00	\$345.00	

BANNER HANGING

THERE IS A CHARGE OF \$25 TO HANG EACH BANNER, WHICH MUST BE DONE BY OUR STAFF ONLY.

Qty	Size of Banner	Date & Time Needed, Location	Standard Charge	Total Charge
			\$25.00 ea	

HIGH SPEED WIRED INTERNET SERVICES**

Number of Lines	Install Date	Removal Date	Total # of Days x	Daily Exhibitor Rate	Total Charge
				\$200.00ea per day	

****LIMITED WIRELESS AVAILABILITY-PLEASE CONTACT YOUR SERVICE REP FOR DETAILS.**

- All requests for Electrical & Internet Service must be received by the Hotel at least 2 weeks prior to event.
- All Banners should be presented to convention services or banquet set-up no later than 1 hour prior to hanging.
- Although we will make every attempt, we cannot guarantee service on late requests. There will be an additional charge of \$50 on all late requests.

NAME OF EVENT: _____

DATE OF EVENT _____ **BOOTH NUMBER** _____

FIRM NAME _____

ON-SITE CONTACT: _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

TELEPHONE NUMBER _____

AUTHORIZED BY _____ **TITLE** _____

SHIPPING AND DRAYAGE INFORMATION

We want to ensure that your meeting/conference materials are expedited in an efficient manner to you, your attendees and/or exhibitors. To do this, please make sure that the following information appears on the shipping label:

Name of Person Receiving Box at the Hotel
Name of Company Exhibiting
HILTON ALEXANDRIA MARK CENTER
5000 Seminary Road
Alexandria, VA 22311
80TH I.A.E.I. SOUTHERN SECTION MEETING
OCTOBER 12TH – 15TH, 2008

Storage of boxes and delivery to your booth/ event location incur a fee of \$25.00 per 100 pounds or fraction thereof. ALL RETURN SHIPPING MUST BE ARRANGED BY CLIENT OR THE EXHIBITION COMPANY CONTRACTED. THE HILTON ALEXANDRIA MARK CENTER is not responsible for any shipment that is delivered to the hotel and reserves the right to refuse any shipment. Materials, which are perishable or flammable, will not be accepted.

PAYMENT & INDEMNIFICATION-

ORDERS WILL NOT BE PROCESSED WITHOUT THIS COMPLETED SECTION

****CREDIT CARD NUMBER:** _____ **EXP** _____

***In order to remit payment with a credit card, please complete this form and return to The Hilton Alexandria Mark Center with a copy of your credit card (front and back). You may return this via return mail or fax. Final payment must be received no later than 3 business days prior to service date. Checks may sent 3 days prior to the attention:*

*Hilton Alexandria Mark Center
c/o Convention Services with your company name
5000 Seminary Rd
Alexandria, VA 22311*

Indemnification

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the **Hilton Alexandria Mark Center**, Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

AUTHORIZING SIGNATURE: _____