



EXHIBITOR SERVICES ORDER FORM

<p>Company Information:</p> <hr/> <p>Exhibitor Company Name</p> <hr/> <p>On-Site Contact Name</p> <hr/> <p>Billing Address:</p> <hr/> <p>City, State, Zip</p> <hr/> <p>Telephone Number</p> <hr/> <p>Fax Number</p> <hr/> <p>Email Address</p>	<p>Exhibitor Information <i>(Please Complete the Following)</i></p> <p>Event _____</p> <p>Booth # _____ Set Up Date _____</p> <p>Payment</p> <p> <input type="radio"/> Credit Card <input type="radio"/> Check <input type="radio"/> Master Account <input type="radio"/> Guest Room # </p> <p>Card Holder's Name: _____</p> <p>Account Number (last 4 digits): _____</p> <p>Expiration Date: _____</p> <p>Card Type: _____</p> <p>Verification Code: _____</p> <p>Signature: _____</p> <p>Payment Terms Conditions</p> <ul style="list-style-type: none"> Payment Total is due 10 business days prior to group event. Any additions or variances will be billed within 24 hours after close of the event. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in is charged 100% of one day's rate Return Completed Forms to Group Meeting Planner Exhibitor agrees to pay for damages or equipment lost while in exhibitor's care or control. Advance Price available 14 days prior to event, Floor Price available when ordered on-site
--	---

ELECTRICITY:	Advance Price	Floor Price	Quantity	Total
Power Strip	\$30	\$45		
If 3-phase is required, 220 VOLT is available in limited areas of Hotel. Price will be quoted per location.	TBA	TBA		

ENGINEERING LABOR SERVICES:

<p>General Laborers & Upholsterers: 8:00am-4:30pm, Monday-Friday 4:30pm-8:00am, Evenings, Weekends & Holidays</p> <p>Electricians & Carpenters: 8:00am-4:30pm, Monday-Friday 4:30pm-8:00am, Evenings, Weekends & Holidays</p>	<p>\$40 per hour, 2hr min \$50 per hour, 4hr min</p> <p>\$60 per hour, 2hr min \$80 per hour, 4hr min</p>
<p>SETUP</p> <p>Date: _____</p> <p>Time: _____</p>	<p>DISMANTLING</p> <p>Date: _____</p> <p>Time: _____</p>
<p>Please provide the following information:</p> <p>Set-up Plans</p> <p>Photo of Exhibit</p>	<p>Number of Crates/Boxes</p> <p>Special Instructions</p>



INTERNET SERVICES:

	Price	Quantity x	Total
Dedicated SSID (12 Character Limit)	\$800		
Dedicated Bandwidth (Price per each mb. Up to 75mb circuit available)	\$300		
Hard-Wired Internet Installation & Setup Fee	\$400		
Hard-Wired Internet per line/per day	\$75		

EXHIBITOR RECEIVING & STORAGE SERVICES:

Shipping Label Format:

Recipient's Name, Conference, Date of Arrival, # of Parcels
 c/o Porter's Office
 The Greenbrier
 101 Main Street, West
 White Sulphur Springs, WV 24986

Box __ of __ PCS

PORTER HANDLING FEES:

Inbound & Outbound Handling Fees:
 \$5 per box/package or \$45 per pallet

Packing Fee:
 \$10 per box
A limited selection of box sizes are available from The Greenbrier at an additional cost

Need to Know

- Vendors are not allowed to pick up packages on their own.
- All packages are allowed free storage 5 business days prior to arrival.
- Use the Exhibitor Label Format on all packages being sent to the Hotel.
- Must schedule pick up or will be subject to Hotel fees.
- Exhibitor responsible for scheduling shipping directly with outside vendor or may use Hotel Shipping Services.
- Any packages left on site after 48 hours will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees.
- Receiving Hours of Operation (Monday-Friday, 8:00am-4:00pm)

AUDIO/VISUAL, COMPUTER SERVICES, & RENTAL EQUIPMENT:

For equipment availability and pricing please contact Dave Donovan with Encore A/V at 304-536-7793