

Exhibitor Order Form

All orders must be received 10 business days prior to the event.
For multiple-day events, after hours security will be required at a rate of \$50.00 per hour.
All equipment subject to approval by Fire Marshall.

Information:

Event Name: _____ Event Date(s): _____

Organization: _____ Booth Number: _____

Set Up Date/Time: _____ Strike Date/Time: _____

Contact Name: _____ Phone Number: _____

Email Address: _____

Notes/Comments: _____

Equipment Request:

<u>Quantity</u>	<u>Equipment</u>	<u>Price</u>
_____	32" Monitor Table Top/Stand	\$180 per day
_____	40" Monitor Table Top/Stand	\$270 per day
_____	60" Monitor with Floor Stand	\$360 per day
_____	Power to Exhibitor Table	\$20 per day
_____	Ethernet Line	\$65 per day
_____	Phone Line	\$100 per day
Other: _____		

Input Requirement:

VGA
 HDMI
 Component

Additional Charges:

\$375 Set and Strike Fee
 (Applied only to Monitor)
 22% Administrative Fee
 8.75% Sales Tax

Please return this form along with completed credit card authorization form to:

Holly Szeto, Senior Conference Planning Manager

szeto-holly@aramark.com

Fax: 415-514-4675