Exhibitor Order Form

IAFC 2019 VCOS Symposium in the Sun

November 13 – 17, 2019

Exhibit Information:
(1) 6' x 30" Draped Table
Includes 2 chairs & Waste Basket
Existing Ballroom Carpet

Shipping Address:
Hilton Clearwater Beach
c/o Receiving for **Exhibitor Name (_____)**
IAFC 2019 VCOS
400 Mandalay Avenue
Clearwater Beach, FL 33767

The Hotel will fulfill all requests for equipment including internet connections, audio visual and box handling fees. This form must be completed in its entirety and returned by the due date in order to receive advance pricing. All forms returned after ***(October 23, 2019)*** or submitted on-site will be subject to higher pricing.

COMPLETED FORMS SHOULD BE FAXED TO ACCOUNTING: (727) 442-9908
ELECTRICAL QUESTIONS: PSAV, Direct: (727) 446-7741 / Email: nvillamizar@PSAV.com / Fax: (855) 832-8780
SHIPPING QUESTIONS: Direct: (727) 461-3222 ext 182 / Email: bill.kemp@hilton.com
DO NOT EMAIL CREDIT CARD INFORMATION!

Company Name	
Requestor's Name	
Address	
City, State, Zip	
Email Address	
Phone Number	
On-Site Contact *(if different from above)*	
Cell Number - On-Site Contact	
Will on-site contact be staying at hotel?	❑ YES ❑ NO
Is on-site contact authorized to change or add to the order?	❑ YES ❑ NO

PAYMENT INFORMATION - Room charges are not a form of payment – a credit card must be provided.

Type of Credit Card	❑ VISA ❑MC ❑AMEX ❑DISCOVER		
Credit Card Number		Exp Date	
Name as it appears on the card (please print):			
Signature of Card Holder:			

IAFC 2019 VCOS **Nov. 13-17, 2019** Company Name:_____

EARLY BIRD DISCOUNT EXPIRES (21 Days Prior)	QTY	EARLY BIRD DISCOUNT RATE	STANDARD RATE	# OF DAYS	TOTAL
PHONE LINES					
Dial 9 Analog Phone Line		$100	$135	X ___ Days	=
Dedicated Analog Phone		$160	$210	X ___ Days	=
INTERNET CONNECTION					
Meeting Room Wireless		$50	$70	X ___ Days	=
Hard-Wired Internet Line		$160 per line	$205 per line	X ___ Days	=
ELECTRICAL SERVICE ***(120V AC / 60 cycle)***					
Up to 500 Watts (5 amps)		$60	$85	X __ Days	=
500 – 1000 Watts (10		$80	$110	X __ Days	=
1000 – 2000 Watts (20		$100	$130	X __ Days	=
AUDIO VISUAL ***(indicate below your needs and a representative will contact you for details and pricing)***					
LCD Projector Package					
Flipchart Package					
Whiteboard					
Tripod Easel					
Screen (6' or 8')					
LCD Monitor (24", 32",					
Monitor Floor Stand					
Monitor Floor Stand with					
Laptop Computer					

SHIPPING CHARGES					
Package Size	***Delivery per package***	***Shipping out per package***	***Storage (per day)*** ***(first 72 hours are complimentary)***	***Per Package***	***Total***
Envelope	Complimentary	Complimentary	Complimentary		
1 – 25 lbs.	$5	$5	$5	X __ Packages	=
26 – 50 lbs.	$10	$10	$10	X __ Packages	=
51 lbs or more	$25	$15	$15	X __ Packages	=
Display Cases	$35	$20	$20	X __ Packages	=
Half Pallets under 36"	$100	$75	$75	X __ Packages	=
Full Pallets over 36"	$150	$100	$100	X __ Packages	=
PLEASE CALL FOR BELOW (3) SERVICES, AS ADVANCE NOTICE IS REQUIRED!					
Crates under 150 lbs.	$100	$75	$75	X __ Packages	=
Crates over 150 lbs.	$150	$100	$100	X __ Packages	=
Forklift use	$125	$125	N/A	X __ Packages	=
				SUB-TOTAL	
				Sales Tax 7%	
				TOTAL AMOUNT DUE	

Shipping Information:

Hotel will accept limited freight and boxes not more than ***3 days prior*** to the conference. Boxes will be charged a handling fee, based on the above table provided. Hotel does not accept freight in excess of 100lbs or on pallets WITHOUT ADVANCE NOTICE.

Handling fees DO NOT include storage of items, boxes, cartons or containers. These arrangements MUST be made in advance and fees will be determined based on size and duration. Return shipping arrangements may be made on-site and will be charged accordingly. To make arrangements or for additional information on shipping/receiving, please call 727-461-3222 ext. 182.

ALL shipments coming to the Hotel must be addressed as follows:

Hilton Clearwater Beach
c/o Receiving for **Exhibitor Name (_____)**
IAFC 2019 VCOS
400 Mandalay Avenue
Clearwater Beach, FL 33767