

Please return completed forms to Kathleen O'Keefe at Kokeefe@chartwellhospitality.com



Please Return At Least 14 Days Prior to Set Up Date

Name of Convention: _____

Date of Set Up: _____ Time of Set Up: _____

Location: _____

Name of Exhibitor: _____ Booth Number: _____

Mailing Address: _____

Exhibitor On-Site Contact: _____ Telephone: () _____

QUANTITY	DESCRIPTION	UNIT PRICE	# Days	Total
	Phone Line (DID)	\$100.00 Per Day*		
	Wired Internet Access	\$150.00 Per Day		
	Engineer (Services)	\$25.00 ea. Per ½ Hour*	N/A	
	Ext. Cords/Power Strip (No Power Surge)	\$20.00 ea. Per Day*		
	Ladder Charge (liability waiver must be completed- provided by Hotel)	\$150.00 Per Day*		
	Banners: Hotel to provide Mounting Clips and to assist.	\$25.00 each	N/A	
	Package Handling: Shipments received more than three days before the event: \$25.00 per day storage fee.	\$5.00 each (under 25#) \$10.00 each (over 25#) \$50.00 each Pallets	One time fee	
*Wireless Internet available for \$9.95 per day – payment arranged on-site with Banquet Department		SUBTOTAL		\$
*ABOVE PRICES ARE PER DAY & ARE SUBJECT TO CHANGE		25% TAXABLE Administrative Fee		\$
WITH THE EXCEPTION OF BANNERS, WHICH ARE A ONE TIME CHARGE.		9.75% SALES TAX		\$
		TOTAL DUE		\$

_____ CHECK ENCLOSED

_____ CREDIT CARD - please provide an email address for a secured CC Authorization Link to be sent for payment.

Email Address _____

_____ BILL TO A GUEST ROOM; NAME: _____ ARRIVAL DATE: _____

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