



# Exhibitor Service Order Form



Our Convention Services Department will be happy to assist you with your Exhibit need(s). Please fill out this form to assist us in ensuring proper billing and set-up.

**Function Date:** \_\_\_\_\_

**Event:** \_\_\_\_\_

<b>Billing Information</b>	
<b>Name:</b> _____ <b>Address:</b> _____ _____ _____	<b>Phone #:</b> _____ <b>Fax #:</b> _____ <b>Email:</b> _____
<b>Payment Via (circle):</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Diners Club <input type="checkbox"/> Carte Blanche <input type="checkbox"/> Check <input type="checkbox"/> Other	
<b>Card/Acct #:</b> _____ _____	<b>Exp Date</b> _____
<b>Charges Authorized By:</b> _____ _____	_____ Signature
Printed Name	Signature

<b>Booth Services:</b>	QTY	ADVANCE	TOTAL AMT
Risers - 4' x 8' height either 16 or 24 in.		\$ 25.00	
Living Room Set - Couch, 2 Arm Chairs, Coffee Table		\$ 100.00	
Exhibit Table - Skirted/Draped Table		\$ 25.00	

<b>Electrical Service:</b>	QTY	ADVANCE	TOTAL AMT
Outlet Dedicated 110 Outlet		\$ 35.00	
Outlet Dedicated 120 Volt 20 AMP Circuit		\$ 50.00	
Outlet 208 Single Phase 30A Circuit		\$ 65.00	
Extension Cord		\$ 5.00	
Multi-Tap Power Strip		\$ 10.00	

**Wall outlets and/or power columns are not part of the rental space, and will be charged accordingly.**

<b>Telephone/Internet Service:</b>	QTY	ADVANCE	TOTAL AMT
Direct Dial Line - one time set-up, excludes usage (min. 14 day notice required)		\$ 200.00	
Dial 9 Line - one time set-up, excludes usage		\$ 100.00	
Internet - High Speed Data Connection		\$ 250.00	

<b>Drayage Service:</b>	QTY	ADVANCE	TOTAL AMT
Box - Receipt and Delivery		\$ 10.00	
Box Storage Per Day - If arrival is prior to 72 hours out		\$ 5.00	
Pallet/Package over 250 lb - Receipt and Delivery		\$ 100.00	
Pallet Storage Per Day - If arrival is prior to 72 hours out		\$ 50.00	

**If you have any additional requests for your space, please contact our Convention Services Department for a complete Event Technology and Expo Services listing.**

**Special Instructions:** \_\_\_\_\_

**All pricing is listed per room, per day, unless noted, and does not include applicable tax or customary 21% Service Charge to cover installation/dismantle. Add \$50.00 for any Floor Order day of Event.**

Please Return or Fax Completed Form To: \_\_\_\_\_

Convention Services Manager

500 South Legacy Trail • St. Augustine, Florida 32092 • Phone (904) 940-8000 • Fax (904) 940-8008