



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:** _____

Billing Information: **PLEASE NOTE ALL CHARGES ARE PER ROOM - PER DAY**

Company Name: _____ **Phone #:** _____

Email: _____ **Fax #:** _____

Address: _____

Authorized By: _____

Onsite Contact: Printed Name _____ Signature _____

Printed Name _____ Signature _____

Electrical Service:	QTY	# of Days	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.

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

Drayage Service:	QTY	# of Days	ADVANCE	TOTAL AMT
Box - Receipt and Delivery (Under 45 pounds)			\$ 10.00	-
Box - Receipt and Delivery (Over 45 pounds)			\$ 35.00	-
Box Storage per day (for arrival prior to 72 hours)			\$ 5.00	-
Pallet - Receipt and Delivery			\$ 100.00	-
Pallet Storage per day (for arrival prior to 72 hours)			\$ 50.00	-

If you have any additional requests for your exhibit space, please contact Pascale Veres for a complete Event Technology and Expo Services listing.

Subtotal	-
Service Chg 22%	-
Tax 6.03%	-
Total	-

Special Instructions: _____

Prices listed are per room/day, unless noted, & do not include customary *22% Service Charge & 6.03% sales tax.*

\$50.00 will be added to any orders placed on the floor at the event.

When totaling services, Please add Service Charge and then add tax to get a precise total.

Please return completed form to Pascale Veres, Manager - Fax: 904-940-8676

SHIPPING INSTRUCTIONS:

The Renaissance Resort at World Golf Village
ATTN: CONVENTION SHIPPING & RECEIVING
Name of the Tradeshow & Name of On-Site Contact
 500 South Legacy Trail St. Augustine, Florida 32092
 Manager: Pascale Veres ** Phone: 904-940-8639