

*EMBASSY SUITES RALEIGH/DURHAM*

EXHIBITOR SERVICES ORDER FORM

Any order requiring special services may be subject to additional service or labor charges.

If you have questions on this form, please contact Angel Haggins 919-459-1507.

**ElectriCities 2023**

**03/06/23**

The Exhibit Table Package includes:

* + - (1) 6’x30” skirted (black) table with tablecloth
		- (2) banquet chairs
		- (1) wastebasket with once daily waste removal
		- Wireless Internet access
		- Set-up and Teardown labor

ADDITIONAL ITEMS PRICE QUANTITY SUBTOTAL 25% SC 7.25% TAX TOTAL

6’ x 30” w/ Black Skirting $20.00 \_\_\_\_\_ \_ \_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

8’ x 30” w/ Black Skirting $25.00 \_ \_\_\_\_\_ \_ \_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

42” tall Cocktail Table $15.00 \_ \_\_\_\_\_ \_ \_ \_ \_\_\_ \_\_\_\_\_\_\_

Easel $15.00 \_ \_\_\_\_\_ \_ \_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Electricity Connection $40.00 \_ \_\_\_\_\_ \_ \_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

TV (based on availability) $250.00 \_ \_\_\_\_\_ \_ \_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Other items such as sofas, additional chairs, tables, etc., are available upon request for an additional fee. Please contact Angel Haggins to make arrangements. A two-week lead time may be required on some furniture items.

**EVENT NAME: \_ElectriCities 2023\_\_\_\_\_ EVENT MOVE-IN DATE: 03/06/2023**

Company: Booth #:

Booth Contact:­ Contact’s Phone #:

Contact’s Email:

All Vendor booths require a credit card on file for incidental and shipping charges

Hotel will send a **credit card authorization form via Sertifi.**

 I understand that I will be held solely responsible for the payment of said charges.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All prices are subject to and will be charged service charge and tax, currently 25% and 7.25% respectively.

**PLEASE EMAIL COMPLETED FORMS TO THE EMBASSY SUITES RALEIGH/DURHAM Sales team at: Angel.Haggins@atriumhospitality.com**