

Exhibitor Order Form

ASR Annual Meeting

September 25-27, 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 **<YOUR NAME>**
 ASR Annual Meeting
 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 **SEPTEMBER 11TH, 2019** or submitted on-site will be subject to higher pricing.

COMPLETED FORMS SHOULD BE FAXED TO ACCOUNTING 727-442-9908

ELECTRICAL QUESTIONS: NICOLAS VILLAMIZAR PSAV (727) 446-7741

PLEASE DO NOT EMAIL CREDIT CARD INFORMATION

Company Name	
Requestor's Name	
Address	
City, State, Zip	
Email Address	
Phone Number	
On-Site Contact <i>(if different from above)</i>	
Cell Number - On-Site Contact	
Will on-site contact be staying at hotel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is on-site contact authorized to change or add to the order?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

Type of Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		
Credit Card Number		Exp Date	
Name as it appears on the card (please print):			
Signature of Card Holder:			

EARLY BIRD DISCOUNT EXPIRES 9/11/19		QTY	EARLY BIRD DISCOUNT RATE	STANDARD RATE	# OF DAYS	TOTAL
PHONE LINES						
Dial 9 Analog Phone Line			\$95	\$133	X __ Days	=
Dedicated Analog Phone Line			\$150	\$210	X __ Days	=
HARD-WIRED INTERNET CONNECTION						
AT&T Hard-Wired Internet			\$150 per connection	\$200	X __ Days	=
ELECTRICAL SERVICE <i>(120V AC / 60 cycle)</i>						
Up to 500 Watts (5 amps)			\$60	\$84	X __ Days	=
500 – 1000 Watts (10 amps)			\$75	\$105	X __ Days	=
1000 – 2000 Watts (20 amps)			\$90	\$126	X __ Days	=
AUDIO VISUAL <i>(indicate below your needs and a representative will contact you for details and pricing)</i>						
LCD Projector Package						
Flipchart Package						
Whiteboard						
Tripod Easel						
Screen, 6' or 8'						
LCD Monitor						
Laptop Computer						
SHIPPING CHARGES						
Estimated Number of Deliveries Up to 25 lbs.			\$5		X # _____	=
Estimated Number of Deliveries 25 – 100 lbs.			\$10		X # _____	=
Estimated Number of Deliveries over 100 lbs.			Pricing to be determined		X # _____	=
					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 of \$5.00 per box up to 25lbs per box; \$10.00 per box 25lbs –100lbs per box. Hotel does not accept freight in excess of 100lbs or on pallets WITHOUT ADVANCE NOTICE; handling fees will be determined.

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 as determined by the hotel shipping and receiving manager. 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 <YOUR NAME>
 ASR Annual Meeting
 400 Mandalay Avenue
 Clearwater Beach, FL 33767