

EXHIBIT BOOTH EQUIPMENT ORDER – DUE BY 9/10/13

Exhibiting Company		Booth Number	
On-Site Contact		Work Phone	
Street Address		Cell Phone	
City, State, Zip		Email Address	

****PLEASE USE THIS FORM FOR EACH DAY. COPY THIS FORM FOR MULTIPLE DELIVERY DAYS.
PLEASE CONTACT HOTEL DIRECT FOR QUESTIONS ON ADDITIONAL ITEMS AVAILABLE****

<u>Qty</u>	<u>Item</u>	<u>Price</u>	<u>Deposit, if required</u>	<u>For on-site orders, add 35% increase</u>
	Carving Set ** Deposit required	\$13.00/set	\$100.00	
	Serving Spoons **Deposit required	\$13.00/set	\$100.00	
	Glass Serving Bowls	\$45		
	Stainless Steel Bowls	\$45		
	Ceramic Bowls	\$73		
	1 Gallon Silver Urn **Deposit required	\$45	\$250.00	
	3 Gallon Silver Urn **Deposit required	\$100.00	\$250.00	
	Silver Chaffing Dish**Deposit required	\$190.00	\$500.00	
	Silver Trays (Small) **Deposit required	\$89.00	\$500.00	
	Silver Trays (LG) **Deposit required	\$120.00	\$500.00	
	12 " Bus Tubs w/ liner	\$89.00		
	Bags of Ice (25 lb. Bag)	\$29.00 ea.		
	Ozarka Dispenser(per unit)	\$260.00 per ea		
	Ozarka 5 Gallon Jug(per each jug)	\$83.00per ea		
	Individual Equal Packets	\$.09 ea		
	Individual Sugar Packets	\$.06 ea		
	Plastic Salad Plates	\$.27each		
	Paper Cocktail Napkins (500 count)	\$11/pack		
	Frill picks (1000 count)	\$8.8/pack		
	Stir Sticks(1000 count)	\$8.8/pack		
	8oz Glasses	\$1.07ea		
	Plastic <input type="checkbox"/> forks <input type="checkbox"/> spoons <input type="checkbox"/> knives	\$15.40/100 ct		
	2 oz Plastic Cups (each)	\$.15each		
	Sterno	\$3.90 each		

SUB TOTAL:			
22% Service Charge and 8.25% Tax:			
TOTAL:			

IMPORTANT INFO FOR ALL EXHIBITORS TO KNOW:

- All requests MUST be submitted in writing, using these forms only.
- ITEMS REQUIRING DEPOSITS: Amount will be charged if items are not returned to the Service Booth.
- All Prices above are subject to 22% service charge and 8.25% tax.
- \$25 Delivery fee, per scheduled trip and unscheduled requests, will apply to all items delivered to booths, whether they are prepared by the Kitchen or delivered from storage.
- No Cancellations after 9/20/13
- ON-SITE ORDER PRICES WILL INCREASE **35%**.