



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center

Exhibitor Service Order Form

Our Catering 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.

Date of Function: _____ Event Name: _____

Booth Number: _____

Billing Information:

Guest Name: _____

Company/Group: _____

Street Address: _____

City/State: _____ Zip Code: _____

Telephone #: _____ Fax #: _____ Email Address: _____

Payment Via: Visa MasterCard AMEX Diners Club Carte Blanche Check Other

Card #: _____ Expiration Date: _____

☞☞☞ Please Enclose Copy of Credit Card Front and Back ☞☞☞

Charges Authorized By: _____ Signature _____ Department/Title _____

In-House Account # (if applicable): _____

Furniture- # ORDERED	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL AMOUNT
	1 Draped 6 foot Table w/2 chairs	\$ 25.00	\$ 35.00	
	1 Skirted 6 foot Table w/2 chairs	\$ 35.00	\$ 45.00	
	1 10X10 Booth - Pipe & Drape	\$ 65.00	\$ 85.00	
	1 Additional Draped Table	\$ 10.00	\$ 15.00	
	1 Additional Skirted Table	\$ 15.00	\$ 20.00	

Electrical Service # ORDERED	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL AMOUNT
	1- Dedicated 110V 20A Outlet	\$ 35.00	\$ 50.00	
	1- 208 Single Phase 30A Circuit	\$ 50.00	\$ 65.00	
	Electrical Hook-up fee per 100 amp	\$ 35.00	\$ 50.00	
	1- Extension Cord	\$ 10.00	\$ 15.00	
	1- Multi-Tap - Power Strip	\$ 10.00	\$ 15.00	

Note: Service connection for lights only, no other use authorized.

Note: Wall outlets and/or power columns are not part of the rental space, and are not for exhibitor use.

Phone/Internet Service # ORDERED	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL AMOUNT
	Dedicated Phone Line / 72hr req	Must be ordered directly from Southwestern Bell (SWB)		
	Outside Line Phone /+ Charges	\$ 75.00	\$ 100.00	
	High Speed Data Connection	\$ 150.00	\$ 200.00	
	Each Additional Connection	\$ 75.00	\$ 125.00	
	IT Tech - 2 hour minimum	\$75.00 per hour	\$100.00 per hour	
	Wireless Connection	\$ 150.00	\$ 200.00	

Note: Speaker phone and teleconferencing equipment available through Business Center/AV.

Phone/Internet Service # ORDERED	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL AMOUNT
	32" Flat Panel with DVD, cart and cabling	\$ 250.00	\$ 350.00	
	42" Plasma screen with stand	\$ 250.00	\$ 350.00	
	52" Plasma screen with stand	\$ 300.00	\$ 400.00	
	20" LCD screen with stand	\$ 90.00	\$ 90.00	
	Professional DVD Player	\$ 100.00	\$ 200.00	

Misc. Services- # ORDERED	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL AMOUNT
	Hanging of banners (Max. 2)	\$ 25.00	\$ 30.00	
	Hanging of banners EA Additional	\$ 5.00	\$ 10.00	

Special Instructions: _____

Order Authorized By: _____ Signature _____ Department/Group Contact/Guest _____

All charges/rentals are calculated per day. 22% service charge and appropriate taxes will be added to all charges.

Please Return or Fax Completed Form To

Catering Services Manager: _____

1200 Conference Center Boulevard, Murfreesboro, TN

Phone 615-890-4464 Fax 615-216-5442

For Hotel Use:

Date and Time Received: _____ Engineer Assigned: _____

Received By: _____
Engineering Catering Services

Date of Completion: _____ Time of Completion: _____