



EMBASSY SUITES
by HILTON

Hotels • Resorts • Convention Centers & Spa

Exhibit Booth Power & Equipment Order Form

Program: _____

Date: _____ Set up Time: _____ Booth # _____

End Day _____ End Time: _____

Contact: **Bryan Kennedy**

E-mail: bryan.kennedy@leadaveventtechnology.com

Phone 972.963.9179

Cedric Daniels

or cedric.daniels@leadaveventtechnology.com

Phone 972-963-9204:

Please Fill out form completely:

EXHIBIT POWER/INTERNET ORDER

EXHIBIT EQUIPMENT ORDER

Extension Cord and Power Strip Section 1

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
<u>Section 1</u>				
15 - 20 Amps	\$40.00	\$60.00	_____	_____
50 Amp Power Drop	\$150.00	\$200.00	_____	_____

The above power includes an Extension Cord and Power Strip

Additional Power Strips

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
6- Outlet Power Strip	\$20.00	\$25.00	_____	_____

Internet - WI-FI

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
Single Connection				
One Device	\$25.00	\$50.00	_____	_____
Additional Connection	\$10.00	\$25.00	_____	_____
Wired Connection	\$75 each	\$125/each	_____	_____

Section 2

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
3 Phase				
100 Amp, 3 Phase Service	\$350.00	\$600.00	_____	_____
100 Amp Distro Power Box	\$100.00	\$200.00	_____	_____
200 Amp, 3 Phase Service	\$650.00	\$800.00	_____	_____
200 Amp Distro Power Box	\$200.00	\$300.00	_____	_____

Prices above do not include feeder cable
Please call if you require feeder cable

3 Phase power must be installed by hotel electrician _____

Electrician Installation & Dismantling Labor for Section 2 Only	\$100 per hr	2	_____	_____
	2 hour minimum			

Contact Information (Credit Card Billing Address)

Company Name: _____

On-Site Contact Name: _____

Address: _____

State & Zip Code _____

Phone Number _____

Email _____

Customer Signature: _____

Computer Display Equipment

	Advanced Order Rate	On-Site	Qty	Days	TOTAL
20" Flat Screen Monitor w/Table Stand	\$200.00	\$275.00	_____	_____	_____
32" LED TV w/Table Stand	\$320.00	\$600.00	_____	_____	_____
55" LED TV w/Floor Stand	\$550.00	\$650.00	_____	_____	_____
70" LED TV w/ Floor Stand	\$700.00	\$950.00	_____	_____	_____
Laptop Computer	\$225.00	\$425.00	_____	_____	_____
DVD Player	\$100.00	\$150.00	_____	_____	_____
LCD Projector	\$350.00	\$450.00	_____	_____	_____
AV Cart	\$30.00	\$40.00	_____	_____	_____
Tripod Screen	\$80.00	\$90.00	_____	_____	_____
Client Owned Projector Package*	\$200.00	\$225.00	_____	_____	_____

*Includes screen power and tech support

Poster Easel	\$20.00	\$40.00	_____	_____	_____
Flipchart Easel	\$40.00	\$60.00	_____	_____	_____

Audio Equipment

Anchor Powered System w/ Stand	\$105.00	\$125.00	_____	_____	_____
House Sound Patch/Audio Mixer	\$100.00	\$200.00	_____	_____	_____
Wired Microphone (Hand Held)	\$50.00	\$65.00	_____	_____	_____
Wireless Mic (Hand Held or Lapel)	\$150.00	\$165.00	_____	_____	_____
CD Player	\$55.00	\$75.00	_____	_____	_____

Lighting & Rigging Services

LED Up Light	\$80.00	\$100.00	_____	_____	_____
Banner Setup/Teardown	Call for Details				
Ladder	\$100				
26ft Scissor Lift	\$850/week		Qty. _____		

(Your Company must have \$1M in liability insurance to operate lift)

Total Charges

Equipment Total Charge _____

Total Power Labor Charge
(for power ordered in Section 2) _____

Total Equipment Charge _____

25% Hotel Service Charge _____

8.25% Sales Tax _____

Grand Total _____

Please complete the Exhibit Form and Credit Card Authorization Form:

E-mail to: bryan.kennedy@leadaveventtechnology.com



CREDIT CARD AUTHORIZATION
FOR
EMBASSY SUITES BY HILTON DALLAS FRISCO HOTEL
CONVENTION CENTER & SPA
7600 JOHN Q. HAMMONS DR.
FRISCO, TX 75034
Phone (972) 712-7200, Fax (972) 624-6612

<u>HOTEL USE ONLY</u>
Please bill credit card for final payment on ____/____/____ in the amount of
\$ _____ Banquet
\$ _____ Guest rooms

GUEST/GROUP/COMPANY NAME: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

I, _____ request that the below credit card be used for the stated function (s) or guest room (s) to be held at the **Embassy Suites Dallas-Frisco Hotel, Convention Center & Spa**. I state that I am the primary card holder or an authorized for the credit card account, and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

- _____ For deposit in the amount of \$ _____ to be applied to the above event(s).
- _____ For payments in full for the above events not to exceed \$ _____.
- _____ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

- | | |
|-------------------------------|-----------------------------|
| _____ Guest Room & Tax | _____ Parking |
| _____ Incidentals | _____ Meeting Room Rental |
| _____ Meeting Food & Beverage | _____ Other (Please notate) |
| _____ | |

Type of Credit Card _____ Today's Date _____

Name on Card (Please Print) _____

Last 4 Digits of Credit Card Number (full number will be requested via phone) _____ Exp. _____

Authorized Signature _____ Contact Ph# _____

Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:

THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.