

ANCILLARY FORMS



ORDER FORM FOR ELECTRICAL POWER & EQUIPMENT

Name of Convention/Event _____

BEO #(s): _____

Dates of Convention/Event _____

BANNER HANGING

\$100 each under 6 feet
Larger than 6 ft pricing will be charged on a case by case basis

REMOVAL OF REGENCY BALLROOM DOORS

____ Door Removal-Regency Ballroom \$600.00 (per cycle)
**Available only for the Regency Ballroom

REMOVAL OF INTERNATIONAL BALLROOM CHANDELIERS OR PORTIONS OF CHANDELIERS

____ Per Chandeliers removed – In-house \$1000.00
Chandeliers must be removed by Engineering Department Personnel and *cannot be handled by others.*

REMOTE DIMMER

Available only in the Regency and International Ballrooms.
Price includes labor, remote dimmer, wire and removal
\$75.00

ELECTRICAL REQUIREMENTS

Please indicate number of each type of outlet required. These prices are for Monday-Friday, 8am-4pm. All other times, add labor charge.

110V or 60 Cycle 2 Wire and Ground	
____ 500 W	\$65.00
____ 1000W	\$85.00
____ 1500W	\$100.00
____ 3000W	\$140.00

Service Charge Rate is 22%
Please add 8.25% sales tax to all the above prices.

HOTEL POLICY FOR CONVENTIONS/TRADE SHOWS/EXHIBITS

The Fairmont Hotel welcomes your participation and is looking forward to serving you. Your cooperation in assisting us to protect our property is appreciated. Specific policies are listed below. Please adhere to them while exhibiting.

1. Heavy equipment is to be moved on planking or plywood. All other equipment is to be moved by use of rubber-wheeled dollies. The use of nails, tacks, screws or other sharp objects to secure materials on walls, light fixtures or ceilings is not permitted. Trash containers will be available during set-up and tear-down.
2. If there is any damage to the Hotel's property by any exhibitor, the exhibitor will be held liable for the total cost of repairs. These policies will help us to maintain our property in excellent condition.

Thank You, THE FAIRMONT DALLAS

I HAVE READ AND UNDERSTAND THE ABOVE _____ Exhibitor/Guest Signature _____ Date _____

This form must be completed and signed and payment made at least 15 days prior to convention arrival before the hotel will accept it as a firm request for services. Mail to: Conference Services Department, The Fairmont Dallas, 1717 North Akard Street, Dallas, TX 75201. Please make checks payable to the "The Fairmont Dallas". **PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Name (please print) _____ Signed _____
Company _____ Title _____ Date _____
Address _____ City _____ State _____ Zip _____

Any additional information, call: Conference Services Department, The Fairmont Dallas, 214 720 5205



1717 North Akard Street
 Dallas, TX 75201
 Tel: 214-720-2020
 Fax: 214-720-5269

TELEPHONE/INTERNET ORDER FORM

Please complete the required information below

Event Name: _____

Company Information - Please Print	
Company Name	
Contact Name	
Convention Service Manger	
Address	
City, State, Zip	
Telephone Number	
Fax Number	
E-mail Address	

Payment Terms & Conditions
Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 24 hours prior to installation will be charged a one-day rate.
A representative must be available to sign for delivery of equipment.
The equipment requested in this order is being rented for the specified period of time only.
Any equipment rented is for use in the designated location only. Equipment may not be removed without the written permission of Fairmont.
All equipment must be returned in the same condition as it was in at the time of delivery, normal wear and tear excluded.
Client agrees to be billed for any damages or loss of equipment while in exhibitor's care or control.
For equipment not listed, or special assistance, please call (214) 720-2020.

Description	Quantity	Rate	Total
Analog Telephone Line			
One time charge of \$150 per line plus daily usage	_____ @	\$150.00	= _____
Set up Date: _____	Set up Time: _____		
End Date: _____	End Time: _____	Location _____	
Dedicated Line			
One time charge of \$350 per line	_____ @	\$350.00	= _____
\$50 per day flat fee for usage	_____ @	\$50.00	Per Day = _____
Set up Date: _____	Set up Time: _____		
End Date: _____	End Time: _____	Location _____	
T1 Line			
\$200 per day/per computer	_____ @	\$200.00	Per Day = _____
For 12 or more connections, please call for quote.	_____		
Set up Date: _____	Set up Time: _____		
End Date: _____	End Time: _____	Location _____	
House Phone			
One time charge of \$25 per telephone	_____ @	\$25.00	= _____
Set up Date: _____	Set up Time: _____		
End Date: _____	End Time: _____	Location _____	
Other Services Requested (Please Specify and a Quote will be Returned)			

Payment - Please complete the required information below:		
Credit Card	Check	Master Account
Cardholder's Name (as shown on card)		
Type of Card	Account Number	Expiration Date
Telephone Number	E-mail Address	Fax Number
Authorized Signature		



Meeting Name _____

Exhibit Dates _____

The Fairmont Hotel _____

Room _____

****EMAIL ADDRESS:** _____

If you have a special request or need additional equipment, please call.

Video Equipment		Qty	DAILY RATE		Days	Total	Customer Information		
			Advanced	On Site	Used				
DVD Player			\$110.00	\$125.00			Firm Name:		
1/2" VHS HI-FI Stereo VCR			\$80.00	\$90.00			Address:		
1/2" S-VHS Player			\$150.00	\$165.00			City:		
3/4" Videocassette Player with auto repeat			\$160.00	\$185.00			State: _____ Zip: _____		
Beta SP Player PVW Series			\$350.00	\$375.00			Ordered By:		
20" Color Monitor, 1/2 VHS Combo Unit			\$140.00	\$155.00			Telephone #:		
27" Color Monitor (NOT for computer use)			\$110.00	\$125.00			Fax #:		
32"-35" Color Monitor (NOT for computer use)			\$250.00	\$275.00			Orders received after 10/20/03 will be subject to the ON-SITE DAILY RATE		
42" Plasma Monitor			\$750.00	\$800.00					
Large Rear Screen Video Projection Console			Call for Quote						
54" Rolling Cart w/Black Skirt			\$20.00	\$25.00					
Kodak Audio Viewer (35mm projector w/10" built in screen)			\$55.00	\$65.00					
Other:									
Audio Equipment		Qty	DAILY RATE		Days	Total	Ordering Instructions		
			Advanced	On Site	Used				
CD Player (Requires Powered Speaker or Sound System)			\$60.00	\$70.00			<input type="checkbox"/> The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. <input type="checkbox"/> To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery. <input type="checkbox"/> Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. <input type="checkbox"/> CANCELLATIONS: A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.		
Wired Microphone: Handheld or Lavalier (circle one)			\$50.00	\$75.00					
Wireless Microphone: Handheld or Lavalier (circle one)			\$150.00	\$165.00					
Powered Speaker with stand			\$90.00	\$120.00					
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)			\$230.00	\$260.00					
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)			\$310.00	\$340.00					
Computer Display Equipment		Qty	DAILY RATE		Days	Total			
			Advanced	On Site	Used				
21" LCD Computer Monitor			\$125.00	\$175.00					
32" LCD Monitor			\$325.00	\$650.00					
LCD Data Projector Pkg.			\$545.00	\$700.00					
50" LCD/Plasma Monitor			Call	Call					
Video Walls									
We offer a wide range of monitors and cube walls configured to your specifications			Call for Quote						
Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED					Delivery Information		
EQUIPMENT TOTAL					1		On-Site Contact:		
DELIVERY/SETUP/PICKUP (20% of line 1)					2		Booth #:	Room #	
SUBTOTAL					3		Delivery Date:	Time:	
SALES TAX (8.25% of line 3)					4		Pickup Date:	Time:	
TOTAL DUE					5		Component #:	Job #:	
Method of Payment		PLEASE CHECK ONE					Return for Processing		
Card Number: _____ Exp Date ____ / ____		American Express <input type="checkbox"/>					Presentation Services The Fairmont Hotel 1717 N. Akard Dallas, TX 75201 214/720-5269 (Fax) / 214-720-5289 (Phone)		
Cardholder's Name (as appears on card): _____		Visa <input type="checkbox"/>							
Cardholders Signature: _____		MasterCard <input type="checkbox"/>							
		Check <input type="checkbox"/>							



**4723 Emden Hollow
San Antonio, TX 78247
Phone: 210-637-7229
Fax: 210-637-7243**

CONVENTION
F·O·L·I·A·G·E
u·n·l·i·m·i·t·e·d

info@conventionfoliage.com

Show Name _____

Location _____

Show Dates _____

DEADLINE DATE: Two weeks prior to show

(Pay showsite price if ordering after deadline or at showsite)

FLOWERING & GREEN PLANTS (Rental)	DISCOUNT PRICE	SHOWSITE PRICE	QTY	TOTAL
Mum [] Yellow [] White [] Lavender	\$20.00	\$25.00		
Kalanchoe [] Red [] Pink [] Orange [] Yellow	\$20.00	\$25.00		
Azalea [] Red [] Pink [] White	\$35.00	\$40.00		
Bromeliad [] Red [] Pink [] Orange	\$35.00	\$40.00		
[] Fern [] Ivy Large	\$35.00	\$40.00		
[] Fern [] Ivy Small	\$20.00	\$25.00		
2-3 ft. Green Plant	\$40.00	\$45.00		
4 ft. Green Plant	\$50.00	\$55.00		
5 ft. Green Plant	\$60.00	\$65.00		
6 ft. Green Plant	\$70.00	\$75.00		
7 ft. Green Plant	\$85.00	\$90.00		
8 ft. Green Plant or taller	\$15.00 ft.	\$16.00 ft.		
Container Selection: [] Black [] White	FREE	FREE		

FLORAL SERVICES	DISCOUNT PRICE	SHOWSITE PRICE	QTY	TOTAL
12" high Seasonal Vase Arrangement	\$50.00	\$55.00		
18" high Seasonal Vase Arrangement	\$70.00	\$75.00		
20" high Tropical Vase Arrangement	\$60.00	\$65.00		
24" high Tropical Vase Arrangement	\$80.00	\$85.00		
Bud Vase / Boutonniere / Corsage	Quoted	Quoted		
Glass Fishbowl for business cards (purchase)	\$25.00	\$30.00		

Color Preference?

Special Request?

DESIGNER SERVICE:

Meet us at our booth for consultation. Date _____ Time _____

Contact Name: _____

Subtotal
Add 8.125% Sales Tax
Delivery Fee
TOTAL

\$5.00

PAYMENT AND CANCELLATION POLICY: Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

RENTAL POLICY: Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME _____ BOOTH # _____

ADDRESS _____
(Street) (City) (State) (Zipcode)

ORDERED BY _____ PHONE _____

FAX _____ E-MAIL _____

[] CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)

[] Visa [] MC [] AmEx [] Discover CARD # _____ Exp. Date _____

Print Cardholder Name _____ Signature _____

F L O R A L O R D E R F O R M