

Convention Manager:  
Email:

**Exhibitor Services Credit Card Authorization Form**

Meeting Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Contact Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Install Date / Time: \_\_\_\_\_ # of Days \_\_\_\_\_

**Service Guide and Pricing**

**Please mark the quantity for those services you require. Advance notice is required to most effectively service your needs. Please note that services ordered less than two weeks prior to the installation date require a 50% premium fee.**

Technology Services / Pricing	Quantity Needed	2 weeks out (advance) pricing	Less than 2 weeks out	
Simple Wi-Fi up to 3Mbps		\$21.00	\$31.50	per day
Superior Wi-Fi - Up to 5Mbps		\$32.00	\$48.00	per day
Simple Wired Internet - Up to 3Mbps		\$200.00	\$300.00	per day
Superior Wired Internet - Up to 5Mbps		\$240.00	\$360.00	per day
24" Desktop Monitor		\$230.00	\$345.00	per day
Monitor - 55"		\$535.00	\$802.50	per day
Monitor - 70"		\$1,295.00	\$1,942.50	per day

**Engineering Services**

Extension Cord - 3 outlet		\$40.00	\$60.00	one time charge
Power Strip (includes extension cord)		\$50.00	\$75.00	one time charge
20 amp circuit (includes extension cord)		\$120.00	\$180.00	one time charge
200 amp 208 volt three phase		\$985.00	\$1,477.50	one time charge
Engineer Labor (Banners, Lift Operation, Etc.)		\$125.00	\$187.50	per hour

**Package Handling Services Per Package - Packages will be charged the day of receipt for the person listed above. Please see additional tabs for mailing labels or label format if you are printing your own.**

0-5 Pounds	0-5 Pounds	\$6.00		51+ Pounds	\$30.00	
6-20 Pounds	6-20 Pounds	\$12.00		Pallets	\$75.00	
21-50 Pounds	21-50 Pounds	\$18.00		Crates	\$90.00	

**Credit Card Information**

Please complete credit card authorization form that will be sent securely and electronically via Sertifi eAuthorize.

\*\*\*Administrative Use Only\*\*\*

Date Received: \_\_\_\_\_ Estimated Total Amount: \_\_\_\_\_ Date Charged: \_\_\_\_\_

Price Scale:

Adv/ Prem

Folio #