



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center
1200 Conference Ctr Blvd, Murfreesboro, TN 37129
615-890-4464

Exhibitor Service Order Form

Our Catering Services Department is here to assist you with your exhibit needs. Please fill out the following 2 forms to ensure proper billing and set-up. If you are shipping materials directly to the Hotel, please use the shipping information on page 3.

Date of Function: _____ Event Name: _____

Booth: _____ Number of Days: _____

Contact Information:

Guest Name: _____ Company: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

***All charges/rentals are calculated per day**

Electrical Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
1	Dedicated 110V 20A Outlet (Standard Outlet)	\$35.00	\$50.00		
1	208 Single Phase 30A Circuit	\$75.00	\$100.00		
1	Electrical Hook-Up Fee per 100A	\$125.00	\$175.00		
1	Multi-Tap Power Strip with Extension Cord	\$20.00	\$30.00		

Service connection for power and lights only; no other use authorized.

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

Internet Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	Wireless Internet Connection	\$10.00	\$15.00		
	Wired High Speed Data Connection	\$150.00	\$175.00		
	AV Tech – 2 Hour Min. – Priced per Hour	\$75.00	\$100.00		

AV Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	21" LCD Display	\$75.00	\$100.00		
	45" LCD Screen with Floor Stand	\$250.00	\$350.00		
	55" LCD Screen with Floor Stand	\$300.00	\$400.00		
	Laptop Audio – D.I. Box and Mixer	\$90.00	\$125.00		
	5500 Lumen LCD Projector	\$350.00	\$450.00		

* Additional items available by request. Call (615) 215-5425 for information.

Shipping:

# Ordered	Description	Advance Order	Floor Order	Total Amount
1	Box Receipt and Storage - up to 36" x 24" x 24"	\$10.00	\$10.00	
1	Box Receipt and Storage - Larger boxes / display cases	\$25	\$25	
	Prior to 72 Hours of Event Start (Additional)	\$5.00	\$5.00	
1	Pallet/Package +250 lbs. Receipt and Storage	\$100.00	\$100.00	
	Prior to 72 Hours of Event Start (Additional)	\$50.00	\$50.00	

Special Instructions: _____

Order Authorized By: _____
Signature Department

All charges/rentals are calculated per day – 23% service charge and 9.75% sales tax will be added to all orders

Please return or fax completed form to the **Sales & Catering Office**
1200 Conference Center Boulevard, Murfreesboro, TN 37129 Fax: 615-216-5442



Credit Card Payment Authorization Form

Please complete all cardholder areas below and submit the signed and dated form to the FAX number listed below.

Do not send the completed form by Email.

This form must be received at least five (5) days prior to Check-In, or by the date specified within the event contract, to ensure that the credit card is accepted and approved.

Please Fax Completed Form To: (615) 216-5440

Attention: Accounting Office

For Hotel Use Only:

Authorized Amount: _____ Approval Code: _____ Date: _____

Cardholder: Please complete the following section. Sign and date at the bottom of this form.

Guest / Group Name: _____ Check-In / Event Date: _____

Name of Person Making Reservation: _____ Phone: _____

Cardholder Name Exactly as it Appears on the Credit Card: _____

Cardholder Billing Address: _____

Daytime / Business Phone: _____ Evening Phone: _____

Credit Card Type: (Circle One)
 Visa MasterCard American Express Discover JCB Diners Club

Credit Card Number: _____ Expiration Date: _____

Credit Card Issuing Bank Name: _____ Phone: _____

I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)
 All Charges Room & Tax Food & Beverage Catering Liquor Paid Movies Valet Parking Standard Parking
 Laundry Gift Shop Spa Services Spa Retail Recreation Long Distance Phone Local Phone Federal Express

I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of: _____

Direct Bill Account Payments Only:

Name on Invoice / Statement: _____ Date on Invoice / Statement: _____

Invoice / Statement Number: _____ Authorized Amount: \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to the Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: _____ Date: _____



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Package Shipment Information

All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:

EMBASSY SUITES NASHVILLE SE MURFREESBORO

GROUP OR SHOW NAME

ATTENTION: *Registered Guest Name/Group On-Site Contact and Group Arrival Date*

1200 CONFERENCE CENTER BOULEVARD

MURFREESBORO, TN 37129

Multiple boxes/containers should each be marked as follows:

“(Box number) of (total number shipped).” For example: Box 1 of 2, Box 2 of 2

Shipping Policies:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will only accept shipments on the preceding three (3) days before the event (see Exhibitor Order Form for pricing on earlier delivery).
- 3) Upon receipt of the Exhibitor Order Form, listing amount of boxes and/or pallets, hotel will provide delivery to the event location on the date of setup.
Group Representatives/Exhibitors will sign for all shipments and are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show, the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. **Client must set up pickup with designated shipping vendor.**
- 6) Hotel cannot accept any C.O.D. shipments.

Incoming Shipping Charges:

(Charge includes receiving, storage & handling)