

Embassy Suites Omaha - La Vista / Hotel & Conference Center

12520 Westport Parkway, La Vista, NE 68128
(402) 331-7400 Fax (402) 408-5479

Exhibitor Order Form

Conference / Event Name:	
Company Name:	Your Name
Onsite Contact:	Booth #
Phone #:	Fax #

Electrical	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Standard Outlet			\$25.00	
208 Power (Must have adapter to meet Nema #L2130)			\$50.00	
* Please No Deep Fat Fryers				

Information Technology	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Analog Phone Line			\$50.00	
Wireless Internet Access			\$10.00	
Hard Wired Internet Line			\$100.00	

Audio Visual	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Laptop Computer			\$200.00	
Wired Microphone			\$50.00	
Wireless Lapel			\$100.00	
Wireless Handheld			\$100.00	
4-Channel Audio Mixer			\$55.00	
42" HD LCD Television (on a rolling cart)			\$125.00	
DVD Player			\$75.00	
LCD Projector (2,500 Lumens)			\$200.00	
LCD Support Package			\$75.00	
8' Tripod Screen			\$75.00	
AV Cart			\$25.00	

Shipping	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Packages 5-10 pounds <i>(Packages held over 4 days will be assessed a holding charge see below)</i>			\$5.00	
Packages 11-20 pounds <i>(Packages held over 4 days will be assessed a holding charge see below)</i>			\$10.00	
Packages 21-35 pounds <i>(Packages held over 4 days will be assessed a holding charge see below)</i>			\$15.00	
Packages 36-50 pounds <i>(Packages held over 4 days will be assessed a holding charge see below)</i>			\$20.00	
Packages 51+ pounds <i>(Packages held over 4 days will be assessed a holding charge see below)</i>			\$25.00	
Packages held over 4 days (per box per day) **			\$2.00	
Normal Size Pallets <i>(Pallets held over 2 days will be assessed a holding charge see below)</i>			\$75.00	
Oversized Pallets <i>(Pallets held over 2 days will be assessed a holding charge see below)</i>			\$100.00	
Pallets held over 2 days (per pallet per day) **			\$50.00	

** When figuring costs, only days OVER the number listed are assessed an additional fee

Additional Furniture	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
6' Table, Please Circle one: (6' x 30") or (6' x 18")			\$10.00	
8' Table, Please Circle one: (8' x 30") or (8' x 18"): **We will have it at your booth for 2 days**			\$15.00	
Cocktail Table (30" Diameter)			\$15.00	
Soft Seating (Lounge Chairs)			\$75.00	
Bar Stool			\$15.00	

Food Items	# Days	Qty	Price	Total
	D	Q	P	D x Q x P = Total
Freshly Baked Cookies by the Dozen			\$37.00	
Individual Bags of Popcorn or Mulligan Mix (please select one)			\$4.00	
Fun Sized Candy Bars by the Dozen			\$30.00	
Individual Vendor Boxed Lunch: ___Ham ___Turkey ___Roast Beef ___Vegetarian			\$20.00	

(includes, Pre-Made Sandwich - Please select one of the above, Bag of Chips, Cookie & Bottled Water)

Sub Total	
Service Charge (23%)	
Sub Total	
Tax (7.5%)	
Grand Total	

Payment Information: (Please No Checks)

Credit card #: _____

Card Holders Name: _____ Exp Date _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address (for receipt) _____

Signature _____

Sub Total
x 1.23
= Sub Total
x 1.075
= Grand Total

* Service Charge is Taxed