



Return directly by email cassi.meek@atriumhospitality.com

VENDOR INFORMATION

Company Name _____ Booth # _____
 Address _____ (if known)
 City, State, Zip _____ Email: _____
 Phone # _____ Fax # _____
 Ordered By (print) _____

RENTAL ORDER

Prices quoted are for advance orders received by **September 25, 2023

Floor Order pricing includes orders after **September 25, 2023

		Qty	Advance Price	Floor Order	Total
Setup	Additional 8' table (booth includes 1- 8' table)		\$20.00	\$40.00	
	Additional Chairs (booth includes 2 chairs)		\$5.00	\$10.00	
	Hang Banner (up to 10' long) (If larger, call for price)		\$45.00	\$65.00	
	Easel(s)		\$15.00	\$20.00	
Floor Covering**	8' x 10' Visqueen floor covering**		\$25.00	\$50.00	
Electrical	110- Volt Power (up to 10 amps per) with extension cord		\$30.00	\$40.00	
	220- Volt Power		\$150.00	\$300.00	
	100 amp (single or three phase)		\$300.00	\$500.00	
	200 amp (single or three phase)		\$500.00	\$700.00	
	Power Strip		\$15.00	\$25.00	

AUDIO-VISUAL SERVICES

Wired Internet	Wireless Internet Connectivity		\$35.00	\$50.00	
Presentation	55" UHD TV Monitor		\$250.00	\$350.00	
	65" UHD TV Monitor		\$300.00	\$400.00	
	Tripod Projection Screen (52" x 92")		\$75.00	\$85.00	
	3200 Lumen Laser Short Throw Projector		\$200.00	\$300.00	
	Dry Erase Board		\$65.00	\$75.00	
Audio	Wired Microphone with Stand		\$75.00	\$90.00	
	Wireless Microphone (Hand Held or Lavalier)		\$125.00	\$175.00	
	8" Powered Speaker		\$120.00	\$140.00	

Prices above do not include applicable sales tax and 25% service charge

Subtotal	_____
Service Charge	_____
Tax	\$0.00
Total	\$0.00

Visqueen is **required for booths with food, water features, or at venue's discretion.

I hereby authorize the Embassy Suites Hotel to charge my credit card for above ordered items and services. Client must complete and FAX the attached Credit Card Authorization form.
 Credit authorization is done separately from this order form to protect your privacy as required by law.

Thank you for your order!

Signature: _____

Exhibitors are required to Move in/out through the rear of the building

RENTAL ORDER FORM
Embassy Suites NWA & John Q Hammons Center