Hilton
CONCORD

EXHIBITOR/VENDOR REQUEST FORM

Exhibitor Information

Event Name: _____ Event Location/Dates:_____

Exhibitor:_____ Booth#:_____

Contact Name:_____ E-mail Address:_____

Address:_____ Phone:_____

City:_____ State:_____ Zip:_____

REQUEST FOR SPECIAL SERVICES

Internet Access: Premium Support $60WiFi- 3mb up/down speed with on-site login IT support. Standard Support $30WiFi -1mb with no on-site IT support

(ADDITIONAL $90.00 SETUP FEE FOR EACH WIRED USER)
Install Date:_____ Teardown Date:_____

Wired Connection:_____ Wireless Connection:_____

Audio Visual Requests

T.V. Monitor_____ (42" $350, 46" $450, inquire for larger size)

Flip Chart ($55)_____Sign Easel($30):_____

Electrical Services

Start Date:_____ End Date:_____

Power Package ($35) per day:_____ (extension cord and powerstrip)

Boxes: Refer to Shipping Guidelines

Miscellaneous / Additional Setup

Banners: $15.00 each *Banners must be equipped with grommets*

Exhibit/Vendor Tables 6x30 ($35):_____ (includes draped linen and shirting, [2] chairs and [1] waste container).

Comments

ADVANCE PAYMENT IS REQUIRED – RETURN COMPLETED FORM ALONG WITH THE CREDIT CARD AUTHORIZATION FORM
TOTALS DO NOT INCLUDE TAXES OR SERVICE CHARGES. PRICES ARE PER DAY. (SERVICE CHARGE 23%, TAX 9.75%)
EQUIPMENT LISTED IS PARTIAL INVENTORY. ADDITIONAL EQUIPMENT IS AVAILABLE UPON REQUEST
FULL SERVICE EVENTS IS AN IN-HOUSE AUDIO VISUAL COMPANY – CONTACT: **LARRY TANG (925-526-5008)**
RETURN COMPLETED FORM TO: FAX 925-827-2113 OR EMAIL: **YANTA.BATTLE@HILTON.COM**