



EMBASSY SUITES®

Charlotte - Concord/Golf Resort & Spa

Exhibitor Service Order Form In-House

NCDLA

11.9-10, 2018

billing information	<small>function</small>	<small>function date</small>
company name: _____	phone #: _____	
on site contact: _____	fax #: _____	
address: _____	email: _____	
	booth # _____	
payment via: <input type="checkbox"/> visa <input type="checkbox"/> mastercard <input type="checkbox"/> amex <input type="checkbox"/> diners club <input type="checkbox"/> carte blanche <input type="checkbox"/> check <input type="checkbox"/> other		
card/acct #: _____	exp. date: _____	
charges authorized by: _____		
<small>printed name</small>	<small>signature</small>	

booth services	qty	# of days	advance order	total amount
booth space provided:				

electrical services	qty	# of days	advance order	total amount
dedicated outlet 120v 20 amp service			\$50.00	-
dedicated outlet 208v 30 amp service (nema L6-30)			\$75.00	-
extension cord			\$20.00	-
power strip			\$20.00	-
wall and floor outlets are not part of the rental space, and will be charged accordingly				

communication services	qty	# of days	advance order	total amount
direct dial line - one time set-up (min. 14 day notice required)			\$200.00	-
dial 9 line - one time set-up			\$100.00	-
wireless internet			\$25.00	-
wired internet			\$125.00	-

[visit www.EmbassySuitesConcord.com](http://www.EmbassySuitesConcord.com)

For a complete listing of our event technology services.
Select the Meetings & Events tab or contact your
Convention Services Manager.

special instructions:

	subtotal	-
	Floor Order (\$50.00)	
service charge	24%	-
tax	7.00%	-
	total	-

please return or fax completed form to:

name: Patty Medlin
 phone #: 704-454-1711
 fax #: 704-454-1719
 email: Patty.Medlin@atriumhospitality.com

**All pricing is listed per room, per day, unless noted, and does not include applicable tax or customary 24% Service Charge to cover installation/dismantle.
Add \$50.00 for any Floor Order day of Event.**

5400 John Q Hammons Drive NW • Concord, North Carolina 28027 • Hotel Phone (704) 455-8200 • Hotel Fax (704) 455-8201 • Sales Office Fax (704) 454-1719