



**Please Provide the Following Information for Your Exhibit Needs**  
 Once Form is Complete, Fax back to **Aileen Babayan** at (619) 424-4411 at least 14 days prior to your event.

**GENERAL INFORMATION**

Exhibiting Company: _____	Conference Name: _____
Contact Name: _____	Booth Number: _____
Address: _____	Exhibit Location: _____
City & Zip: _____	Install Date: _____
Phone & Fax: _____	Teardown Date: _____
E-Mail: _____	

**BILLING INFORMATION**

<u>Bill to Credit Card</u>	<u>Bill To Guestroom</u>
Credit Card Type: _____	Resv Confirmation Number: _____
Credit Card Number: _____	
Expiration Date: _____	<b>NOTE: Receipt of charges to be billed following event and sent to E-mail address provided unless otherwise requested.</b>
Credit Card Holder: _____	
Authorization Signature x _____	

**AUDIO VISUAL**

<u>Video Equipment</u>		<u>Qty</u>	<u>Computer Monitors &amp; Equipment</u>		<u>Qty</u>
25" Monitor w/ VHS Package:	\$230.00	_____	19" Monitor	\$135.00	_____
Draped Cart (30", 42" or 54")	\$30.00	_____	19" Flat Screen Monitor	\$250.00	_____
<b>Power-\$4 per amp (min 20 amps)</b>	<b>\$4.00</b>	_____	25" Monitor	\$195.00	_____
Power Strip w/ Extension Cord:	\$20.00	_____	42" Flat Plasma Monitor	\$500.00	_____
Screen 6'x8' with Dress Kit	\$140.00	_____	50" Plasma Monitor	\$900.00	_____
Additional Cords:	\$10.00	_____	Presidential Stand	\$150.00	_____

**\*\* Please note that power will be charged @ \$40.00 per day per 20 amp connection without equipment rental.**  
**\*\* For additional quotes on equipment not listed above please call Presentation Services (619) 424-4000 Ext. 6019**

**COMPUTER INTERNET ACCESS**

High Speed Internet Connections per Computer/Day (Individual Wireless connections not available)	Basic High Speed (WIRED)	\$200.00	_____
	Static IP Address (WIRED)	\$350.00	_____

**\*\* 14 Days notice required \*\***

**\*\* Basic High Speed Internet Access does not usually require a Static IP Address.**  
**\*\* A Static IP Address is a "fixed IP address" that is manually configured and assigned to a computer or device.**  
**\*\* Please add a 22% service charge per connection / Not Taxed.**

**TELEPHONES**

	<u>Qty</u>
* D.I.D. Line - Per Day Charge	\$65.00 _____
* P.O.D. Line - Per Day Charge	\$95.00 _____
House Phone	\$35.00 _____

**BOXES**

	<u>Qty</u>
Per Box Charge	\$5.00 _____
<b>For Each In / Out handling - not taxed</b>	
(Applied to boxes under 20 lbs. Boxes over 20 lbs. @ \$5.00 per lb.)	

**\* A one-time \$150.00 installation fee will apply to the D.I.D. and the P.O.D. line**  
**\*\* Boxes will not be delivered to proper location without this form to charge box delivery charges. Boxes must be handled by Banquet or Drayage staff; Bellmen not permitted to deliver Exhibitor materials.**

**BANQUET EQUIPMENT**

Standard Needs

	<u>Qty</u>		<u>Qty</u>
6' x 30" Table	*N/C _____	Banquet Chair	*N/C _____
6' x 18" Table	*N/C _____	Bar Stool	Rental _____
Linen (White only)	*N/C _____	Table Skirting	*N/C _____
Large Trash Can	*N/C _____	Easel (per day)	\$10.00 _____
Small Trash Can	*N/C _____	Daily Maintenance	*25.00 _____

**\*\*\*\*"No Charge" items will only be provided for exhibitors paying a daily maintenance fee. (Maintenance Fee includes Daily clean-up, trash removal, standard banquet equipment and linens).**

**Total Charges**

	<u>All Rentals/Power</u>	<u>Boxes</u>	<u>High Speed</u>
Total Equipment Rental Per Day:	\$0.00	\$0.00	\$0.00
Total # of Days (including set-up/teardown)			
Subtotal	\$0.00	\$0.00	\$0.00
22% Service Charge (all charges to include 22%)	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
7.75% Tax	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**\*\* Note: Subtotal Amount Including 22% Service Charge is Taxed at 7.75% with exception of high speed internet & box delivery, which is not taxed.**