

EMBASSY SUITES LITTLE ROCK EXHIBITOR ORDER FORM

Date: _____

Exhibitor Company Name: _____

Name of Booth if Different: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Ordered By: _____

On Site Contact: _____

Embassy Suites will provide all electrical needs. Power Strips, Multi-plugs, or extension cords must be ordered from Embassy Suites. Vendors will not be allowed to bring their own. Other Audio Visual equipment is available through Embassy Suites, contact Sales and Catering for a complete list of Audio Visual and pricing, at (501-537-3303).

Quantity	Item	Advance Order	Floor Order
	110 Outlet	\$47.95	\$95.90
	Power Strip	\$13.70	\$27.40
	Extension Cord	\$13.70	\$27.40
	Wireless Internet	\$68.49	\$136.98

Above prices include service charge and tax

FREIGHT DELIVERY AND STORAGE: All boxes must be clearly marked with the Name of the Event and your Company/Booth Name. Ship to 11301 Financial Centre Parkway, Little Rock, AR 72211. Shipments will not be accepted **more than 3 days** before your scheduled event. The freight elevator at the hotel measure 6'9" x 5'4". The door opening is 4' wide. The maximum weight the elevator can accommodate is 3,500 pounds.

PAYMENT POLICY

All payments must be received with this order. Credit Card Authorization Attached. Fax this order into Embassy Sales and Catering Office at (501-954-7296).