



Please check if NO services are needed



EXHIBITOR SERVICE ORDER FORM

Exhibits National Association of Educational Procurement EX1014

Sunday, October 14, 2018 - Monday, October 15, 2018

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

Please Print:

Exhibitor Company Name:

Contact Person:

Address:

City/State/Zip:

Phone Number:

AUTHORIZATION SIGNATURE:
(Please reserve the services indicated)

Exhibit Material Storage:

The hotel does not accept Exhibit materials delivered sooner than **one week prior** to the convention date.
NO freight deliveries accepted to or from hotel unless there is a lift gate on the truck and appropriate manpower is sent to remove/replace deliveries on the truck.

Other Requirements:

If there are any unique requirements for exhibit space, please contact the Catering Department.

Special Notice:

No nails, bracing wires, staples or tape used in constructing displays may be attached to walls, floor or ceiling. All property damage by exhibitor's expense. All large exhibit items must use the freight elevator only. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

Shipping Labels:

REQUIRE Name of Recipient, Company & Conference

Exhibit items sent by trucking co. require complete Bill of Lading with the names of shipper and receipt MUST include address. (PO Box numbers are NOT acceptable for shipping via truck, UPS or FedEx)

Return Shipping via FedEx and UPS require full name, address and telephone number. Prepayment is required for return shipping. There will be no direct billing extended for exhibit items.

PREPAYMENT MUST BE SENT FOR SERVICE AND MAILED OR EMAILED DIRECTLY TO:

Allison Layton

IF PAYING BY CREDIT CARD:
CREDIT CARD NUMBER:

CCV: _____ EXP: _____

NAME OF CARDHOLDER:

SIGNATURE:

CARDHOLDER PHONE NUMBER:

EMAIL ADDRESS FOR RECEIPT:

MAKE CHECKS PAYABLE TO:

Clarion Resort Fontainebleau Hotel
10100 Coastal Hwy
Ocean City, MD 21842
(410)524-3535 or FAX (410) 524-4907
EMAIL: alayton@ClarionOC.com

EXHIBIT SERVICE CHARGES:

110V Outlets, Single Phase x _____
(No Charge)

Extension Cord x _____
(No Charge)

Hardwired Internet Access \$60.00 x _____
(\$60.00 per day/ per computer)

Storage/ Delivery Charges-
(Includes storage & handling to & from exhibitor booth from freight dock.)

Box (Each) x _____

Pallet (Each) x _____

TOTAL AMOUNT DUE: \$ _____

Catering Office Use Only:

Date Paid: _____ Initials: _____