



EMBASSY SUITES®
Charlotte - Concord/Golf Resort & Spa

Exhibitor Service Order Form
DUE By: (10/31/24) to avoid \$100 floor charge

IEEE- Eta Kappa Nu Student Leadership Conference

11/13 - 11/18/2024

billing information

function name

function date

name:		phone #:	
company:		alternate #:	
address:		fax #:	
		email:	
payment via: visa mastercard amex check other			
card/acct #: **A secured link will be sent once form received		exp. date:	
Price will reflect the number of days of program			
<small>printed name</small>		<small>signature</small>	

BOOTH / Exhibit Table SERVICES	Quantity	# OF DAYS	COST	SUBTOTAL
6' Exhibit table with 2 chairs and wastebasket (provided by program - do not modify)	1	0	\$0.00	-
Additional 6' Table	0	0	\$25.00	-

ELECTRICAL SERVICE	Quantity	# OF DAYS	COST	SUBTOTAL
dedicated outlet 120v 20 amp service	0	0	\$50.00	-
extension cord	0	0	\$20.00	-
power strip	0	0	\$20.00	-
<small>wall and floor outlets are not part of the rental space, and will be charged accordingly</small>				

COMMUNICATION SERVICES	Quantity	# OF DAYS	COST	SUBTOTAL
	0	0	\$0.00	-
wireless internet (provided by program - do not modify)	0	0	\$0.00	-
wired internet (per day)	0	0	\$125.00	-

DRAYAGE SERVICE - INBOUND	Quantity	# OF DAYS	COST	SUBTOTAL
Small box - receipt and delivery / 30 lb's and less	0	0	\$15.00	-
Medium box - receipt and delivery / 31- 40 lb	0	0	\$30.00	-
Oversized packages / display cases (over 36" or 40 lbs & more)	0	0	\$40.00	-
pallet or pkg over 250 lb - receipt and delivery	0	0	\$250.00	-
storage - per day (arrival 72 prior to event)	0	0	\$50.00	-
Fork Lift and operator per item	0	0	\$100.00	-

DRAYAGE SERVICE - OUTBOUND	Quantity	# OF DAYS	COST	SUBTOTAL
box - receipt for outbound pick-up	0	0	\$15.00	-
storage - per day (outbound pick-up 72 hours after event)	0	0	\$5.00	-
pallet or pkg over 250 lb - receipt and delivery	0	0	\$250.00	-
storage - per day (outbound pick-up 72 hours after event)	0	0	\$50.00	-
Fork Lift and operator per item	0	0	\$100.00	-

****All deliveries over 81" in height or 47" wide must be delivered by a truck lift gate truck**

visit www.EmbassySuitesConcord.com

subtotal	-
orders past due date (\$100.00) if items added during event	-
service charge 25%	-
tax 7.00%	-
TOTAL	-

SPECIAL INSTRUCTIONS
SEE 2nd & 3rd Tabs for Shipping Directions

please return or fax completed form to:

name: Kristen Thibault
phone #: 704-454-1713
fax #: 704-454-1719
email: KRISTEN.THIBAULT@ATRIUMHOSPITALITY.COM

All pricing is listed per item, per day, unless noted, and does not include applicable tax or 25% Service Charge.

SHIPPING DIRECTIONS

All incoming packages should be addressed to your Conference and Event Manager and marked with the company's name and date of your meeting.

EMBASSY SUITES RESORT HOTEL AND CONCORD CONVENTION CENTER

5400 John Q. Hammons Drive NW

Concord, NC 28027

HOLD FOR:

(Individual Attending the Show)

(Company Name)

(DATE OF THE EVENT)

Number of Boxes (i.e. 1 of 2, 2 of 2, etc...)

Attn: Name of Conference Attending/Kristen Thibault, Conference and Event Manager

Hotel is prepared to receive your drayage. Here are ways to make it easier for your drayage company:

You may send supplies for your program to the hotel and attention your Conference and Event Manager (See Labeling Instructions)

Two locations at the hotel to receive large drayage:

(Oversized packages / display cases (over 36" or 40 lbs & more))

1st: Roll up garage door on main level of hotel / Location is on the left side of hotel - Lift Gate preferred
- Should the delivery vehicle not have a lift gate - a fork lift will be needed - this needs to be scheduled with the hotel via EMAIL: kristen.thibault@atriumhospitality.com

The fee for the fork lift operator is \$100.00 per pallet In & Out - this is the responsibility of the company attending the show.

2nd: Loading dock on the back side of the hotel. This is not preferred due to the service elevators are not designed to receive large items.

All other sized packages (up to 40lbs) can be received by the hotel as a standard shipment.

Receiving & Shipping fees:

Pallet or pkg over 250 lb - \$250 per item

Oversized packages greater than 40lbs - \$40 per package

Packages 31lbs-40lbs - \$30 per package

Packages up to 30lbs - \$15 per package

NOTE: All drayage must only be delivered (3) business days prior to the event and between the hours of 9a - 5pm. A fee of \$50 per day for all days prior to 72 hours
All pickups must be scheduled for the last day of the event.

All outgoing drayage must be scheduled and labeled properly - the hotel does not have materials for exhibitors to use.

Should drayage remain behind 24 Hours after the show, a \$250.00 charge will apply to the individuals credit card that made the arrangement