



Exhibitor Information/Order Packet

Conference Name:

Conference Dates:

All requests for utility service must be received by the Catering Manager/Convention Services Manager at **least 10 days prior to show date** and must be accompanied by credit card authorization to cover all charges. Any requests received outside of 10 days prior to the show date will incur a **\$25.00 late fee applied in addition to normal charges**.

Service for late requests cannot be guaranteed. **Onsite orders will incur additional fees.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

| Electrical Services* | Cost Per Day | | | |
|--|--------------|-----------|-------|----------|
| | # Of Days | Cost | Total | Location |
| 25' AC Cord w/ Power Strip (15 Amp) | _____ | \$60.00++ | _____ | _____ |
| Number of Days will cover the length of the entire show and set up day. | | | | |

If you are unclear the Amp service needed, please consult the Hotel Audio Visual Department. If needing higher than 15 Amp, contact Hotel for pricing

| Audio-Visual Services | Cost Per Day | | | |
|--|--------------|------------|-------|----------|
| | # Of Days | Cost | Total | Location |
| Standard WIFI 5 up/5 down | _____ | \$50.00++ | _____ | _____ |
| Premium WIFI 20 up/20 down | _____ | \$100.00++ | _____ | _____ |
| Wired Internet Line 30 up/30 down | _____ | \$200.00++ | _____ | _____ |
| 8' Tripod Screen w/ Bottom Black Skirt & Projector | _____ | \$350.00++ | _____ | _____ |
| 55" LED Flat Screen | _____ | \$200.00++ | _____ | _____ |
| Show Dell Laptop | _____ | \$125.00++ | _____ | _____ |
| Black Poster Easel | _____ | \$25.00++ | _____ | _____ |

| Telecommunication Services | Cost Per Day | | | |
|---|--------------|------------|-------|----------|
| | # Of Days | Cost | Total | Location |
| Hardwired Internet or Analog Phone Line | _____ | \$100.00++ | _____ | _____ |

Shipping & Receiving - The Hotel does NOT accept delivery of exhibitor booths/oversized crates since our elevator will not accommodate. Please contact the conference management to coordinate.

Hotel will not accept delivery of any items more than three (3) business days prior to conference. Limited storage options may be available upon request. Please contact your Service Manager for pricing/availability.

Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at the Hotel. Any alternate arrangements are to be approved by Hotel Representative. The Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC).

Any materials being sent to the Hotel must include the following information:

- Hold for Arrival – Attn: (Guest’s Name and Organization Name)

- Complete return address
- Hotel representative’s name
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held
- Address package to the Hotel as follows:
Marriott Virginia Beach Oceanfront, 4201 Atlantic Avenue Virginia Beach, VA 23451
Cavalier Hotel, 4200 Atlantic Avenue Virginia Beach, VA 23451
Embassy Suites Virginia Beach Oceanfront, 4101 Atlantic Avenue, Virginia Beach, VA 23451

Handling and storage charges for inbound and outbound items will be applied as follows:

| | | # Of Boxes | |
|--|----------------------|----------------|-----------------|
| | | <u>Inbound</u> | <u>Outbound</u> |
| • The first five (5) letter size packages will be complimentary. | | _____ | _____ |
| • Letter size packages after the first five (5) | \$ 5.00 per item | _____ | _____ |
| • Packages up to 20 lbs. | \$10.00 per item | _____ | _____ |
| • 21 to 50 lbs. | \$25.00 per item | _____ | _____ |
| • Packages over 50 lbs. | \$50.00 per item | _____ | _____ |
| • Palette (if space available) | \$100.00 per palette | _____ | _____ |

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Contact your Group’s Hotel representative for details. Due to limited storage space, additional storage charges will be applied to packages stored more than three (3) business days.

**** If package pickup is required, client must contact and provide instructions to the carrier directly (FedEx, UPS, etc.). **** All outbound packages can be picked up from our Security office, which is located on the 1st floor of the hotel. Please check with hotel staff for the best place to leave your box upon the end of the conference.

Cancellation Policy for Electrical Services:

If you wish to cancel, notice must be received by e-mail, at least 5 business days in advance. If you cancel within 5 business days, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hotel to incur any expense or liability in advance. This will be billed at regular or quoted cost.

Payment:

Subtotal: Total Charges _____ + \$25.00 Late Fee (if applicable) = \$ _____

Note: There will be a 24% Service Charge and 7.5% State taxes on the on the total amount due. Some products/services may require additional labor fees. If unable to provide card information in full, please call to request a Sertifi Credit Card Authorization Form which will require an email address.



CAVALIER
RESORT
VIRGINIA BEACH

Credit Card Authorization

Conference Name:

Dates:

Date: _____

Dear Management:

I, the undersigned, authorize the Cavalier Resort Virginia Beach Oceanfront, to charge the below amount,
TOTAL AMOUNT DUE: \$ _____ *(will be calculated by Hotel)* to my credit card:

_____ Expiration Date _____.

Card Holder's Signature: _____

Card Holder's Name: _____

***Please return this form completed in its entirety. ***

***Your Credit Card will be processed at the time we receive the information. ***

Company/Organization Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

Please Return To:
Convention Services Manager: Lynell Helms
Marriott Virginia Beach Oceanfront
4201 Atlantic Avenue
Virginia Beach, VA 23451
Phone (757) 937-4212
Email: Lynell.helms@cavalierresortvb.com