

**Exhibitor
Electrical and Shipping Request Order**

Conference/Event Name:	Conference/Event Date:
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All requests for utility service must be received by Convention Services at **least 10 days prior to need** and be accompanied by a check or a credit card to cover all charges.

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill-advised.

***Guest must supply rated cable and rated male and female plugs.**

Electrical Services	Cost Per Day: \$30.00
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	Quantity	Total	Location
Electrical Service	_____	\$_____	_____

The Booth Rental charges include exhibit space, general cleaning of the aisles, lighting, heating and ventilation, and does not include drayage, decoration, security services, labor or storage of display materials and show merchandise prior to and following scheduled exhibition, or excessive trash removal.

Cancellation Policy for Electrical Services:

If you wish to cancel, cancellation notice must be received by e-Mail, at least 48 hours in advance. If you cancel with less than a 48-hour notice, 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 Hilton to incur any expense or liability in advance. This will be billed at regular or quoted cost.

Payment: Total Charges _____ + 6% Sales Tax + \$25.00 Late Fee (If Applicable - See Above) = **TOTAL AMOUNT DUE \$**_____

Shipping & Receiving

The Hotel requires that arrangements for delivery of packages be made through the Convention Services/Catering Department. The 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 a Hotel Representative and 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 (Convention Services Manager or Catering Sales Manager)
- Number of Packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the Conference/Event is Being Held
- Address Package to the Hotel as Follows:

Hilton Virginia Beach Oceanfront, 3001 Atlantic Ave., Virginia Beach, VA 23451

Handling and storage charges for **inbound**, and if applicable, **outbound** items will be applied as follows (**please indicate if items will be inbound, outbound, or both**):

- | | |
|----------------------------------|---|
| • 1 to 20 lbs. # of Items _____ | \$3.00 per item inbound _ and \$3.00 per item |
| • 21 to 99 lbs. # of Items _____ | \$10.00 per item inbound _ and \$10.00 per item |
| • 100+ lbs. # of Items _____ | \$20.00 per item inbound _ and \$20.00 per item |
| • Palette # of Items _____ | \$50.00 per palette inbound _ and \$50.00 per palette
outbound |

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 Exhibitor is responsible for insuring its property for loss or damage. Palette items will **not** be accepted without **seven (7) days** advance notification. Please contact the 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.****

**All requests for shipping and receiving must be received by the Convention Services/Catering Department at least 10 days prior to need and be accompanied by a credit card authorization form to cover all charges.

Services for late requests cannot be guaranteed and a charge of \$25.00 will be applied to all late requests in addition to normal charges. The Hotel reserves the right to refuse any requests for services that are deemed unsafe or ill advised.

Payment: Total Charges _____ + 24% Service Charge + 6% Sales Tax
= **TOTAL AMOUNT DUE \$** _____

**Exhibitor
Electrical & Shipping Request
Convention Services/Catering Service Order**

Credit Card Authorization Form

Date: _____

Dear Management:

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront, to charge the below amount to:

Credit Card: _____ Expiration Date _____

TOTAL AMOUNT DUE for all charges: \$ _____

Card Holder's Signature: _____

Card Holder's Name: _____

*****Your credit card will be processed at the time we receive the information*****

Company Name: _____

Billing Address: _____

Daytime Telephone: _____

E-Mail Address: _____

All blanks must be completed before hotel can process authorization.

Please Return To: Brenda Bedwell
Convention Services Manager
Hilton Virginia Beach Oceanfront
3001 Atlantic Ave.
Virginia Beach, VA 23451
Phone (757) 213-4348
Fax: (757) 213-3430
Email: brenda_bedwell@hiltonvb.com