

CROWNE PLAZA®

BY IHG

Providence-Warwick

EXHIBITOR EQUIPMENT ORDER FORM

Event Name: _____

Event Date: _____

Organization: _____

Booth #: _____

Address: _____

Phone #: _____

City: _____ State: _____ Zip: _____

Fax #: _____

Ordered by: _____

Email: _____

QTY.	ITEM	PRICE	# OF DAYS
	Standard Power- 20 Amps – *Includes Power Strip at your Booth* <i>*If you require above or below 20 Amps, please contact us directly*</i>	\$35.00	
	Additional Extension Cord	\$7.50	
	Additional Power Strip	\$10.00	
	Easel	\$10.00	
	Hardline Internet	\$150.00	
	42" LCD Monitor	\$425.00	

For any additional AV needs, please contact your Event Manager directly.

For safety reasons, no outside electrical equipment may be plugged into hotel outlets by exhibitors or guests. This policy is in place to prevent power surges and tripped circuits. All electrical needs must be coordinated through the hotel.

Order Terms & Payment

All orders are subject to a 22% service fee and 7% sales tax.

All requests must be received by the Hotel Conference Services Department at least 14 business days prior to the event date. A \$25.00 late fee will apply to any requests received after this deadline.

Once this form is received, your Event Manager will send a secure Canary payment link. Payment must be completed by credit card, as this is the only form of payment accepted. Once payment is received, a receipt will be issued confirming your order.

If you do not see the Canary email, please check your spam or junk folder.

Please email this signed form to:

Ashley Mizer, Event Manager

ashley.mizer@crownehotelwarwick.com

Signature: _____ Date: _____