



**EMBASSY
SUITES
by Hilton™**

Jonesboro Red Wolf
Convention Center

**Billing Information
Exhibitor Information**

Event Name:		Event Date(s):	
Company:		Email:	
Address:			
City, State, Zip:			
Phone Number:		Booth Number:	

**Audiovisual Requests-Prices are
Per day, 9.5% Sales Tax not**

Quantity	Item	Price	Date(s) Requested
	25' AC Cable w/Power	\$21.45 per day	
	50" TV Flat Panel Monitor	\$500.50 per day	
	70" Flat Panel Monitor w/Stand	\$643.50 per day	
	Flip-chart w/Markers	\$78.65 per day	
	Wireless LED Up-Lights	\$107.25 day (each)	
	6' HDMI Cable	\$21.45 per day	
	25' HDMI Cable	\$35.75 per day	
	50' HDMI Cable	\$71.50 per day	
	Electricity	\$15 per day	
	Power strip/Extension Cord	\$21.45 per day	

Quantity	Item	Price	Date(s) Requested
	Wired Internet Connection	TBD	

Please speak with CSM about Wired Internet Connection needs. This will be charged on an as needed basis.

Setup Date:		Setup Time:	
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Service Charge and Sales Tax will be applied to A/V pricing.

Please email request form to:

Anna Tribble, Convention Services Manager

Email:

anna.tribble@ohospitalitymanagement.com

Phone Number: 870.417.2400

Please Note:

Additional equipment available upon request. Please contact ITA A/V for further assistance at suites@ita.com. If a power strip and/or extension cord is taken off property from the Embassy Suites by Hilton Jonesboro Red Wolf Convention Center, a \$50 fee will apply for each item not returned.

A credit card authorization form will be sent via a secured link to secure the deposit and final payment of the event. *Please complete all areas. Incomplete requests may be rejected.*

By signing this document, I give Embassy Suites by Hilton Jonesboro Red Wolf Convention Center authority to charge my credit card for all charges incurred on my account as well as to obtain any necessary pre-authorization for any estimate charges on the afore mentioned. Furthermore, I authorize Embassy Suites by Hilton Jonesboro Red Wolf Convention Center to verify the afore mentioned and agree to hold Embassy Suites by Hilton Jonesboro Red Wolf Convention Center harmless of all disputes with the credit card company issuing the afore mentioned card.

Signature

Date