



SAN DIEGO-MISSION VALLEY
7450 Hazard Center Drive
San Diego, CA 92108
Phone: 619-688-4023 Sales Fax: 619-688-4088
Website: www.sandiegomissionvalley.doubletree.com

DoubleTree Office Use Only

House Account:
Billing Method:
ES or CSM contact:

Exhibitor & Equipment Rental Order Form

Audio Visual/Internet/Power

Please directly contact Matt Warburton, Director, matt.warburton@encoreglobal.com

Phones

Quantity	Item	Price
_____	Dial-9 Outside (Analog) Line	\$75.00 Each/ Day
** Additional toll charges apply per call, per line, per day. **		

Equipment

Quantity	Item	Price
_____	Easels	\$10.00 Each/ Day
_____	(1) 6' Table with (2) Chairs	\$20.00 Per Set
_____	Pads and Pens	\$1.50 Each/ Person

Services

Quantity	Item	Price
_____	Banner Hanging	\$25.00 Each/ Day
_____	Black & White Copies	\$1.00 Per Page
_____	Baggage or Coat Check	\$2.00 per bag or coat

Delivery of Boxes (Day of Event)

Quantity	Item	Price
_____	Unloading/Loading of packages to/from meeting location	\$2.40 per package/box
_____	Delivery of palettes	\$25.00 per Palette

Overnight Storage Fees

Quantity	Item	Price
_____	# of Days _____ # of Boxes	\$50.00 per Day (up to First 25 Boxes)
_____	Additional Boxes	\$25.00 Additional per Day
_____	Palettes	\$25.00 per Palette (for Use of Pallet Jack)

Note: Services ordered on the day of the event cannot be guaranteed.

Contact Information

Company Name:

Meeting / Event Name:

Date(s) Required:

Meeting Room:

On-Site Contact:

Booth #:

(if applicable)

Please return form back to hotel at least (14) days before event via fax or email. Fax: (619) 688-4088

Billing Method

To be charged to Group Master Account:

To be charged to Guestroom - Guest's Name:

Confirmation #:

To be charged via payment link- email address for link: