

EXHIBITOR SERVICE ORDER FORM

CONFIDENTIAL - NOT FOR GENERAL DISTRIBUTION

COMPANY NAME: _____ CONTACT NAME: _____ NAME OF CONFERENCE (Required for Processing): _____ BILLING ADDRESS _____ CITY, STATE, ZIP SET UP _____ DATE: _____ TIME: _____ BOOTH #: _____ STRIKE DATE: _____ TIME: _____	<div style="text-align: right; font-weight: bold; margin-bottom: 5px;"> VISA MC AMEX DINERS DISCOVER </div> <div style="background-color: yellow; padding: 5px; text-align: center;"> Credit Card Info to be Submitted via Sertifi Link </div> <div style="text-align: right; font-weight: bold; margin-top: 5px;"> Date Submitted: _____ </div> NAME OF CARDHOLDER: _____ BILLING COMPANY NAME (IF DIFFERENT): _____ PHONE: _____ EMAIL: _____ AUTHORIZED SIGNATURE: _____
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EXHIBITOR TABLES SETUP			BOX DELIVERY Please reference Package Handling & Services Form for pricing				
DESCRIPTION	Price per Day	Special Requests	DESCRIPTION	Price	Days	Qty	Subtotal
(1) 6 FT Table with Linen, (2) Chairs, and Waste Basket	<i>Covered By Group</i>		DAILY STORAGE FEE	See Form			
			BOX MOVEMENT FEE	See Form			

HIGH SPEED INTERNET ACCESS If Hardline Internet is needed, please contact CSM for pricing					MISCELLANEOUS				
DESCRIPTION	Price per code, per day	Date(s) Requested	Qty	Subtotal	DESCRIPTION	Price per Day	Days	Qty	Subtotal
WIFI ACCESS CODE (10mbps):	\$45.00				20a Circuit, EXTENSION CORD & POWER STRIP	\$65.00			
WIRED/HARDLINE INTERNET ACCESS	\$475.00				FLIPCHART PACKAGE	\$85.00			
*Wifi Access Codes are single-use and device specific. They are not VPN compatible.					SIGN EASEL	\$25.00			
					32" HD LCD Monitor	\$750.00			
					SIGNAGE / BANNER Hanging Fee (from ceiling)	Based on Size & Weight			

TERMS AND CONDITIONS:

1. Pricing is per day and it is subject to a 25% Service Charge and 7.75% Sales Tax where applicable.
2. No credits will be issued for installed equipment, even if not used.
3. Payment in full must be rendered prior to the event. Exhibitors will be billed for services provided. Services may be interrupted if payment is not received.
4. The Hotel is not responsible for any and all losses of power beyond the Hotel's Control including but not limited to losses due to the utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibit equipment
5. Hotel cannot make shipping arrangements on your behalf.
6. By Signing this Form, the Exhibitor agrees to all terms and conditions on this order form.

All Signage brought into the Hotel must be Professionally made and meet the requirements of the Hotel Management. Signage may not be stapled, nailed, taped, tacked or otherwise affixed to any hotel doors, walls, windows, columns or other parts of the building(s) or furnishings.

SUMMARY OF CHARGES

INTERNET ACCESS

BOX DELIVERY

MISCELLANEOUS

25% SERVICE CHARGE (taxable)

7.75% SALES TAX

TOTAL

Boxes/Services will not be delivered if this form is not returned prior to your Set Up Date.

Please email completed form to: mperret@wyndhamsandiego.com

Authorized Signature: _____

Date: _____

Package Handling Services

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Materials and Packages should be addressed as follows:

Wyndham San Diego Bayside

1355 N. Harbor Drive, San Diego, CA 92101

Name of Conference:

Hold for Exhibitor Name and Company:

Name of Guest:

Package Handling/Moving Services

All packages directed to the Main Group/Client/Exhibitor are to be delivered to the loading dock and will be stored in the Hotel's secure Shipping/Receiving area. Charges will apply for the cost of labor every time the box(es) are asked to be moved/delivered. The storage fee will be based on the number and type received, and will include complimentary storage up to 48 hours only. If storage exceeds 48 Hours, a per item/per day storage fee will be added based on the chart below. The calculation will be taken depending on box size. Packages will not be weighed by the hotel. On the rare occasion packages come from another source without weight information, charges will be determined by the hotel.

Package Storage Services

All packages are to arrive no more than 48 hours prior to the start of the Event. Each box/package sent to the Hotel will be charged in accordance with the below pricing. Storage fees will be incurred for storage more than 48 hours. Charges incurred will be applied to the receiver of the material, therefore, applied to either a guest room account/folio, Group Master Account, or Credit Card. The storage fee will be based on the number and type received, and will include complimentary storage up to 48 hours only. If storage exceeds 48 hours, a per item, per day storage fee will be added based on the chart below.

PACKAGE HANDLING/MOVING: INBOUND & OUTBOUND		
Carrier Envelope	\$5/each	
Padded Pack	\$5/each	
Boxes and Cases: (weights are rounded up)		
0 - 10 lbs	\$10/each	
11 - 25 lbs	\$20/each	
26 - 50 lbs	\$40/each	
51 lbs and over	\$1/lb/each	
OVERSIZED PACKAGES, PALLETS, FREIGHT		
Single Pallet - Inside Delivery only	\$350/ea	Daily Storage
Hotel Can Not Move Pallets		
Hotel will not accept any double pallets (in length or height). Any pallets sent to the hotel will need to be broken down by Hotel prior to delivery and a minimum labor fee of \$1,000 will be assessed.		
Included in the handling fees is complimentary 48 hours of storage. Empty box/case storage may be available based on Hotel availability at \$75/ea/day. Please contact your Event Manager to confirm availability. prior to delivery and a minimum labor fee of \$1,000 will be assessed.		

PACKAGE STORAGE	
Boxes and Cases:	
0-48 hrs. Before Event Start Date	Complimentary
49-96 hrs. Before Event Start Date	\$10 each/per day
97+ hrs. Before Event Start Date	\$15 each/per day
Any boxes that arrive 97hr. or more prior to the event start date will be held on hotel storage space availability and may be refused at hotel discretion.	
Pallets and Freight:	
0-48 hrs. Before Event Start Date	Complimentary
49-96 hrs. Before Event Start Date	0-50 lbs: \$50 ea/day
	50+ lbs: \$100 ea/day
97+ hrs. Before Event Start Date	0-50 lbs: \$60 ea/day
	50+ lbs: \$110 ea/day

*Pricing is subject to change at any time. Trucks that are bringing in pallets must have a lift gate; hotel does not have an adjustable loading dock nor pallet jack.

Please ensure that prior arrangements for storage or materials handling have been made with Hotel (2) weeks prior to your event in writing to the Hotel Event Service Manager before any shipment of materials to the Hotel. Fees listed are current fees and are subject to change without notice.

All Packages/Boxes going out must be properly packed for shipping in accordance with the shipping company's requirements (e.g. correct address, etc.) make sure they have the proper shipping labels. Shipping and billing instructions are required and will be the responsibility of the guest if any information is omitted and the package is not accepted at pick up.

All outbound Packages (Including UPS and FedEx) require a scheduled pick up arranged directly thru the shipping vendor. Hotel cannot make shipping arrangements on your behalf.