



**EMBASSY
SUITES**
by HILTON™

Monterey Bay - Seaside

1441 Canyon Del Rey
Seaside, CA 92955
Phone: (831) 241.9136
Fax: (831) 899.1928



VENDOR/EXHIBITOR ORDER FORM

PLEASE EMAIL COMPLETE FORMS TO Sales & Event Service Manager

Email: ana.mendoza@atriumhospitality.com

Phone #831-241-9136

Orders received at least 2 weeks prior to the event move-in date are considered Pre-orders. Any order received upon arrival of event move-in are considered Floor orders and are charged an additional fee. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been received.

All rates quoted below are for PRE-ORDERS and include installation of service and removal at show closing. Rates are charged per event per day. Any order requiring special service may be subject to additional services or labor charges. Charges below are daily unless otherwise noted. Any order requiring special services may be subject to additional service or labor charges. Floor orders are charged at 1.5 x pre-order rates. **Prices are inclusive 25% Service Charge plus 9.35% Sales Tax will apply (both subject to change)**. If you have questions on this form, please contact the Embassy Suites Monterey Catering Sales Office at 831.241.9133

EVENT NAME: _____ EVENT MOVE-IN DATE: _____

Company: _____ Booth Contact: _____

Phone Number: _____ Email Address: _____

Booth Number: _____ * *As assigned by Event Coordinator.

Internet/Phone/Electrical (per day):	Rate	Quantity	Days	Total
DID Phone Line (outgoing only)	\$312.50	_____	_____	_____
Internet (WIRED)	\$243.75	_____	_____	_____
Internet (WIRELESS) (1-5 Users)	\$312.50	_____	_____	_____
Extension Cord and Power Strip Combo	\$62.50	_____	_____	_____

Special Requirements: _____

Video (per day):	Rate	Quantity	Days	Total
60" LCD Monitor with Stand (includes power)	\$962.50	_____	_____	_____
27" LCD Monitor with Table Stand (includes power)	\$437.50	_____	_____	_____

Additional Equipment available provided through partnership with Glastonbury AV 831-583-0880

ADDITIONAL ITEMS (per day):	Rate	Quantity	Days	Total
Draped Cocktail Table	\$ 43.75	_____	_____	_____
Glass Collection/Display Bowl	\$ 12.50	_____	_____	_____
Easel	\$ 31.25	_____	_____	_____
Banner Hanging (One-time charge)	\$ 31.25/ea	_____	_____	_____
3x4 White Board with Markers	\$ 187.50/ea	_____	_____	_____
Flipchart with Adhesive Paper and Markers	\$ 118.75/ea	_____	_____	_____

I hereby authorize the following charges to the attached credit card authorization form for additional services listed above at the Embassy Suites Monterey Bay Hotel. I understand that I will be held solely responsible for the payment of said charges.

Signature _____

It is our intent to provide quality utility services for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or compute equipment caused by power surge, loss of building telephone service or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the clients to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.

PRE-SHOW FREIGHT DELIVERY FORM

Group: CalChiro Seaside Symposium

PLEASE EMAIL COMPLETE FORMS TO Sales & Event Service Manager

Email: ana.mendoza@atriumhospitality.com

Phone #831-241-9136

The following are rates for material handling at the Embassy Suites Monterey Bay Hotel. Rates for material handling include all labor to unload shipments received (up to 1000 pounds), store up to 3 days prior to the event at the Hotel, deliver to booth/stage, handle empty containers to/from storage and remove from booth at conclusion of event. * Prices are inclusive 25% Service Charge plus 9.35% Sales Tax will apply (both subject to change). **Delivery vehicles must have the proper equipment to load and unload items from truck (forklift, lift gate or be suitable for dock high access).**

You must submit this form to the Hotel to insure acceptance of your freight prior to Hotel receipt of freight. Exhibitors are responsible for all "pickup" arrangements, through their preferred carriers within 24 hours of the conclusion of the event. A \$25 per day storage fee will apply thereafter. To ensure proper identity freight must be labeled:

TO: Vendor/Client Name
c/o Embassy Suites by Hilton Monterey Bay Seaside:
1441 Canyon Del Rey
Seaside, CA 93955

FROM:

Company: _____ Event Name: _____
Contact: _____ Move-in date: _____
Address: _____ Booth Number: _____ *
City, State, Zip: _____ Phone Number: _____

*As assigned by Event Coordinator.

_____ Small Boxes (equal to or less than 36"x24"x24") @ \$18.75 each = \$_____

_____ Larger Boxes @ \$43.75 each = \$_____

_____ Pallet @ \$93.75 each = \$_____

Total Charges before service charge and tax \$_____

Number of pieces / Description of Freight: _____

I hereby authorize the following charges to the **attached credit card authorization form** for additional services listed above at the Embassy Suites Monterey Bay. I understand that I will be held solely responsible for the payment of said charges.

Signature _____

It is our intent to provide quality shipping services for our clients, however the Hotel cannot be responsible for any damage or loss to products/goods/materials caused by in or outbound shipping providers or any catastrophic event deemed an " Act of God", i.e. fire, flood, etc. It shall be the responsibility of the client to provide adequate insurance coverage for their products/goods/material and act in good faith installation & removal of said products/goods/materials. It shall also be the responsibility of the client to ensure that their products/goods/materials are properly secured during non-operating hours.

*****Please ensure all outgoing shipments are packed and labeled after the event and schedule a pickup time*****

*******A credit card authorization form will be sent electronically via Sertifi*****