



EXHIBITOR SERVICE ORDER FORM
Exhibits MAG – EX1115

November 16, 2016 - November 17, 2016

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

PLEASE PRINT:

Exhibitor Company Name _____

Contact Person: _____

Address: _____

City/State/Zip: _____

PHONENUMBERS:

Office () _____

Cell () _____

E-mail _____

AUTHORIZATION:

Please reserve the services indicated:

SIGNATURE: _____ DATE: _____

EXHIBIT MATERIAL STORAGE: The Hotel does not accept Exhibit materials delivered sooner than one week prior to the convention date. No freight deliveries accepted to or from Hotel unless **THERE IS A LIFT-GATE ON THE TRUCK AND APPROPRIATE MANPOWER** is sent to remove/replace Deliveries on the truck. Arrangements to be made with the Director of Purchasing at least twenty four (24) hours prior to return shipping.

OTHER REQUIREMENTS: If there are any unique requirements for exhibit space, please contact the Catering Department..

SPECIAL NOTICE: No nails, bracing wires, staples or tape used in constructing displays may be attached to walls, floors or ceiling. All property damage by Exhibitors must be restored to original condition by the Exhibitor at the Exhibitors expense. All large exhibit items must use the freight elevator only. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

SHIPPING LABELS - Require Name of Recipient, Name of Company or Organization, Name of Convention Group and Event Date.

Exhibit Items sent by Trucking Companies require complete Bill of Lading with the Name of Shipper and receipt MUST include Address (PO Box Numbers are NOT acceptable for shipping via Truck, UPS or FedEx

Return Shipping via Fed Ex and UPS require full Name, Address and Telephone Number. Prepayment is required for return shipping. There will be no direct billing extended for exhibit items.

PREPAYMENT MUST BE SENT FOR SERVICE AND MAILED DIRECTLY TO:

Quentin Mellinger, Catering & Convention Svcs Manager

IF PAYING BY CREDIT CARD:

Credit Card Number: _____

Security Number (back of credit card) _____

Expiration Date: _____

Name of Cardholder: _____

Signature: _____

Cardholder Phone Number: _____

MAKE CHECKS PAYABLE TO:

Clarion Resort Fontainebleau Hotel
10100 Coastal Highway
Ocean City, MD 21842
410-524-3535 or 800-638-2100
EMAIL: catering@clarionoc.com

EXHIBIT SERVICE CHARGES:

110 VOLT OUTLETS, Single Phase
(Charged once per booth, per convention)
\$50.00 per hook-up \$ _____

EXTENSION CORD
\$30.00 per Cord \$ _____

STORAGE/DELIVERY CHARGES
\$20.00 per Box \$ _____
(Additional charge for items over 25 lbs)

HARD WIRED INTERNET ACCESS
\$60.00 per day /per computer \$ _____

TOTAL AMOUNT DUE: \$ _____

DATE PAID _____ INITIALS _____

_____ (Catering Office Only)