



EXHIBITOR SERVICES ORDER FORM

MAG Conference

November 17 - November 18, 2021

Exhibitor Company Name: _____ Address: _____

On-Site Contact: _____ City, State, Zip: _____

Phone Number: _____ Email Address: _____

Exhibit Services Charges			
Please Check If No Services Are Needed	<input type="checkbox"/>		
110V Outlet, Single Phase	Qty: _____	\$50.00	Per Booth, One-Time Fee
Extension Cord	Qty: _____	\$30.00	Per Cord, One-Time Fee
Hardwired Internet Access	Qty: _____	\$60.00	Per Day, Per Computer
Storage/Delivery of Boxes	Qty: _____	\$20.00	Per Box
Storage/Delivery of Pallets	Qty: _____	*	Call For Pricing & Instructions
Total Amount Due \$		_____	

Payment Information			
Prepayment is required. Mail order form with payment or email your order with credit card information directly to catering@clarionoc.com . Make checks payable to: Clarion Resort Fontainebleau Hotel.			
Credit Card # _____	Expiration: _____	CVV: _____	
Name on Credit Card _____	Authorized Signature: _____		

Additional Information	
Exhibit Material Storage & Delivery:	The hotel will only accept exhibit materials delivered within one week of event date. No freight deliveries accepted to or from the hotel unless there is a lift gate on the truck and exhibitor provides appropriate manpower to load deliveries on/off the truck.
Shipping Labels:	Include name of recipient, company & convention. Exhibit items sent by trucking company require Bill of Lading with the name(s) of shipper and receipt must include address. (PO Box numbers are not acceptable for shipping via truck, UPS or FedEx) Return shipping via FedEx and UPS require full name, address and telephone number. Prepayment is required for return shipping. You must call FedEx or UPS and arrange for pickup. Items must be picked up within 72 hours.
Hotel Policies:	The hotel shall not be responsible for the security of exhibits. No nails, bracing wires, staples or tape used in constructing displays may be attached to walls, floor or ceiling. All property damage at exhibitor's 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.
Special Requests:	If you have any unique requirements for exhibit space, please call 410-390-4012.

For Catering Office Use Only			
Date Received: _____	Total Received: _____	Initials: _____	