

**HILTON ALEXANDRIA MARK CENTER  
EXHIBIT SERVICE ORDER FORM**

**PLEASE NOTE:**

- PLEASE ATTACH ANY INFORMATION, DIAGRAMS, ETC. THAT WILL ASSIST OUR STAFF IN SETTING UP YOUR NEEDS.**
- PAYMENT MUST BE ENCLOSED OR A CREDIT CARD AUTHORIZATION COMPLETED BELOW.**

**ELECTRICAL**

*Charges are per day charges including installation day*

QUANTITY	DESCRIPTION	ADVANCE ORDER	FLOOR ORDER	TOTAL CHARGE
	120V 20AMP FOURPLEX SINGLE PHASE	\$65.00	\$105.00	
	208V 20AMP SINGLE PHASE	\$95.00	\$115.00	
	208V 30AMP SINGLE PHASE	\$100.00	\$120.00	
	208V 50AMP SINGLE PHASE	\$140.00	\$180.00	
	208V 100AMP THREE PHASE	\$155.00	\$195.00	
	208V 200AMP THREE PHASE	\$305.00	\$345.00	

**BANNER HANGING**

**THERE IS A CHARGE OF \$25 TO HANG EACH BANNER, WHICH MUST BE DONE BY OUR STAFF ONLY.**

Qty	Size of Banner	Date & Time Needed, Location	Standard Charge	Total Charge
			\$25.00 ea	

**PHONE SERVICES\*\***

Number of Lines	Install Date	Removal Date	Total # of Days x	Daily Exhibitor Rate	Total Charge
				\$125.00 each per day ( <i>Direct Dial</i> )	
				\$60.00 each per day ( <i>Dial 9</i> )	

- All prices subject to change without notice.
- All requests for Electrical & Internet Service must be received by the Hotel at least 2 weeks prior to event.
- Although we will make every attempt, we cannot guarantee service on late requests. There will be an additional charge of \$50 on all late requests.

**NAME OF EVENT:** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_ **BOOTH NUMBER** \_\_\_\_\_

**FIRM NAME** \_\_\_\_\_

**ON-SITE CONTACT:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**AUTHORIZED BY** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SHIPPING INFORMATION**

We want to ensure that your meeting/conference materials are expedited in an efficient manner to you, your attendees and/or exhibitors. To do this, please make sure that the following information appears on the shipping label:



**Name of On-Site [Vendor] Contact Receiving Box  
at the Hotel**

**Name of Company Exhibiting**  
HILTON ALEXANDRIA MARK CENTER  
5000 Seminary Road  
Alexandria, VA 22311

**Name of Meeting/Conference**  
**Dates of Meeting/Conference**

Storage of boxes and delivery to your booth/ event location incur a fee of \$25.00 per 100 pounds or fraction thereof. **ALL RETURN SHIPPING MUST BE ARRANGED BY CLIENT OR THE EXHIBITION COMPANY CONTRACTED.** THE HILTON ALEXANDRIA MARK CENTER is not responsible for any shipment that is delivered to the hotel and reserves the right to refuse any shipment. Materials, which are perishable or flammable, will not be accepted.

**PAYMENT & INDEMNIFICATION-**

**ORDERS WILL NOT BE PROCESSED WITHOUT THIS COMPLETED SECTION**

**\*\*\*CREDIT CARD NUMBER: \_\_\_\_\_ EXP \_\_\_\_\_**

*\*\*\*In order to remit payment with a credit card, please complete this form and return to The Hilton Alexandria Mark Center. You may return this via E-mail, return mail or fax. Final payment must be received no later than 3 business days prior to service date. Checks must be sent 5 business days prior to the attention:*

*Hilton Alexandria Mark Center  
C/o Hilary Sullivan, Sr. Catering Manager  
(Include your company name)  
5000 Seminary Rd  
Alexandria, VA 22311*

**Indemnification**

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the **Hilton Alexandria Mark Center**, Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

**AUTHORIZING SIGNATURE: \_\_\_\_\_**

**PLEASE RETURN TO:  
HILARY SULLIVAN, SR. CATERING MANAGER  
HILTON ALEXANDRIA MARK CENTER  
5000 SEMINARY ROAD  
ALEXANDRIA, VA 22311  
(T) 703-845-2649  
(F) 703-845-2610  
HSULLIVAN@HILTONALEXANDRIAMC.COM**