



EXHIBITOR ORDER FORM

Event Name _____ Date(s) _____

Company _____ Booth # _____

Contact Name _____ Phone # _____

Email Address _____

SHIPMENTS

Shipments may be received (3) business days prior to the event. All packages must be labeled as follows:

Name of event
 On site contact name, c/o Elaine Soldevilla
 Dates of event, Booth # if applicable
 Box ___ of ___
 Hilton Bellevue
 300 – 112th Avenue SE
 Bellevue, WA 98004

_____ \$10.00 per box max of 50 lbs

_____ *Larger packages are subject to additional fees at hotel's discretion, contact your Convention Services Manager for details*

_____ Pallets at \$150.00 per pallet

BANNER HANGING

No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Should a banner need to be hung, Hotel Engineering staff must hang all signs and truss.

_____ \$30.00 per banner, max of 6' long

_____ *Larger banners are subject to additional fees at hotel's discretion, contact your Convention Services Manager for details*

AUDIO/VISUAL (PRICES ARE LISTED PER DAY)

_____ Power: \$40.00

_____ Basic internet access (1 GB): \$15.00

_____ Flip Chart Package: \$75.00

_____ Premium internet access (5 GB): \$25.00

THIS FORM IS TO SERVE AS AUTHORIZATION TO CHARGE MY CREDIT CARD

Name (as it appears on the credit card):		
Credit Card Billing Address:		
City:	State:	Zip/Postal Code:
Daytime Telephone Number:		E-mail Address:
Credit Card Number:		Expiration Date:
Card Issuer Phone Number (from back of card)		Cardholder Signature

Please return completed forms to:

Fax: 425.450.4119

elaine.soldevilla@hilton.com