

RED LION HOTEL ON FIFTH AVENUE

Catering & Conference Services Department
 1415 Fifth Avenue
 Seattle, WA 98101
 Fax: (206) 971-8101
 Phone: (206) 971-8030

EXHIBIT/TRADE SHOW SERVICE ORDER FORM

NAME OF GROUP	DATE OF SHOW	BOOTH/TABLE #	EXHIBIT ROOM
EXHIBITING FIRM NAME	ORDERED BY	TELEPHONE #	
ADDRESS	CITY, STATE, ZIP	FAX #	

**FOR DISCOUNT RATE: ORDER MUST BE RECEIVED WITH PAYMENT 5 DAYS PRIOR TO THE MOVE-IN DAY.
 ELECTRICAL PRICES NOTED BELOW ARE A ONE TIME CHARGE. ALL OTHER SERVICES ARE PRICED PER DAY.**

ELECTRICAL SERVICE CONNECTION	QTY	DISCOUNT	STANDARD	AMOUNT
5 AMP 500 WATTS 120 VOLT SERVICE		\$60.00	\$80.00	
10 AMP 1000 WATTS		\$80.00	\$100.00	
15 AMP 1800 WATTS		\$94.00	\$114.00	
20 AMP 2400 WATTS		\$114.00	\$134.00	
15 AMP 3100 WATTS 208 VOLT SINGLE PHASE		\$100.00	\$120.00	
20 AMP 4100 WATTS		\$120.00	\$140.00	
30 AMP 6200 WATTS		\$168.00	\$210.00	

208 VOLT THREE PHASE SERVICE - ADD 50% TO SERVICE CONNECTION CHARGE

ALL 208V OUTLETS UNDER 30 AMPS (3HP 1 PHASE, 7-1/2HP 3 PHASE) WILL BE PROVIDED WITH NEMA #21-30 RECEPTACLE. Please send all information as to type of plug including NEMA configuration number so we may provide an adapter to your equipment if possible. If information is not provided or adapter is unavailable, connection from outlet to equipment shall be time & materials, 1 hour minimum. Call for quote for adapters.

TELEPHONE SERVICE CONNECTION	QTY	DISCOUNT	STANDARD	# OF DAYS	AMOUNT
PHONE LINE		\$35.00	\$45.00		
WIRELESS INTERNET		\$85.00	\$125.00		
HARD WIRED INTERNET 1.5MB		\$125.00	\$175.00		
SPEAKER PHONE		\$95.00	\$125.00		

ACCESSORIES	QTY	DISCOUNT	STANDARD	# OF DAYS	AMOUNT
TRIPOD EASEL		\$20.00	\$25.00		
EXTENSION CORD 15'		\$35.00	\$50.00		
42" LCD W/DVD PLAYER		\$195.00	\$250.00		
32" COMPUTER MONITOR		\$175.00	\$200.00		
SURGE PROTECTOR/POWER STRIP(6 connections)		\$30.00	\$35.00		

LABOR	AMOUNT
OUTLETS ARE BROUGHT TO THE REAR OF BOOTH OR TABLE TOP WITH NO ADDITIONAL LABOR CHARGE.	
HOWEVER: LABOR AND MATERIALS WILL BE CHARGED FOR DIRECT WIRING SERVICE, OTHER SPECIAL SERVICES.	
STRAIGHT TIME (MONDAY-FRIDAY 8:00AM-5:00PM)	\$75.00/HR
OVERTIME (MONDAY-FRIDAY 5PM-8:00AM,	\$95.00/HR
SATURDAY, SUNDAY AND HOLIDAYS)	\$125.00/HR

SUB-TOTAL BEFORE TAX	
AV SERVICE CHARGE (21%)	
WASHINGTON STATE SALES TAX (currently 9.5%)	
AMOUNT DUE	

I authorize Red Lion Hotel on Fifth Avenue to debit my credit card for the charges listed above and for any additional charges incurred.
 additional charges incurred.

CREDIT CARD TYPE: _____
 CREDIT CARD NUMBER: _____
 EXPIRATION DATE: _____
 NAME ON CARD: _____
 AUTHORIZED SIGNATURE: _____
 DATE OF ORDER: _____

SHIPPING INFORMATION:
 When preparing items for shipment, please label them as follows:
 Mr./Mrs _____
 C/o The Red Lion Hotel on Fifth Avenue
 1415 Fifth Avenue
 Seattle, WA 98101
 Attn: Banquet Department - Hold for function on _____
 Name of Group

Client further agrees to assume full responsibility for materials or equipment shipped to the Red Lion Hotel on Fifth Avenue rooms.
 and/or items left in the banquet/meeting