



Exhibitor Request Form
Nashville Marriott at Vanderbilt University
 2555 West End Avenue Nashville, TN 37203

Send form to Lindsey MacDonald at lindsey.macdonald@whitelodging.com

YOUR ORGANIZATION:		CONFERENCE NAME:	
ADDRESS:		EVENT DATES:	
CITY/STATE:		BOOTH #:	
ON-SITE CONTACT:		DELIVERY/SET-UP:	DAY: ____ DATE: ____ TIME: ____ AM/PM
PHONE:		PICK-UP/TEARDOWN:	DAY: ____ DATE: ____ TIME: ____ AM/PM
EMAIL:			
FAX #:			

METHOD OF PAYMENT	
<input type="checkbox"/> CREDIT CARD:	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> COMPANY CHECK CHECK # _____
NAME ON CARD: _____	
CREDIT CARD NUMBER: _____	
EXPIRATION DATE: _____	
SIGNATURE TO SERVE AS AUTHORIZATION TO USE CREDIT CARD TO SETTLE CHARGES: _____	
Will you need a receipt? YES NO (If yes, please make sure to include your email address above)	

AUDIO VISUAL/ELECTRIC EQUIPMENT	
Additional Equipment Available Upon Request	
QUANTITY:	
_____ 47" LCD Monitor	\$500 per day
_____ Tripod Screen	\$90 per day
_____ Extension Cord with Power Strip	\$40 per day
AV EQUIPMENT SUB-TOTAL	\$ _____
Pricing subject to 25% Service Charge and Sales Tax (currently 9.25%)	

SHIPPING AND RECEIVING	
QUANTITY:	
_____ Boxes under 50 lbs.	\$10 per box
_____ Boxes over 50 lbs.	\$15 per box
_____ Poster or Tube	\$5 each
_____ Display Case	\$50 each
_____ Pallet/Crate	\$175 each
For any packages received more than three (3) business days prior to an event AND/OR guest arrival, there will be a surcharge of \$15.00 per item, per day in addition to the charges listed above.	
SHIPPING AND RECEIVING SUB-TOTAL	\$ _____
Pricing subject to 25% Service Charge and Sales Tax (currently 9.25%)	

To Ensure Availability, please return your order at least 10 days prior to the show set up date.

Last Minute Orders (Received Within 48 Hours of Set-up Date) are subject to a 25% Price Increase.