

## Crowne Plaza Riverfront - St. Paul Exhibit Order Form

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Conference Name: \_\_\_\_\_ Date: \_\_\_\_\_ Booth # \_\_\_\_\_

<u>Electrical Charges</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
Each AC Device, 120V under 10 amps	\$40.00/day	_____	_____	_____
Each AC Device, 120V Dedicated 20 amps	\$110.00/day	_____	_____	_____

<u>High Speed Internet</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
High Speed Internet (Single Wired)	\$200.00/day	_____	_____	_____
Wireless High Speed Internet Access Point	\$200.00/day	_____	_____	_____
8-Port Ethernet Switch	\$100.00/day	_____	_____	_____

<u>Audio Visual Equipment</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
50" Plasma display on stand	\$375.00/day	_____	_____	_____
LCD Projector with 6' Screen	\$450.00/day	_____	_____	_____
Projector support Pack—Screen, cart, cables	\$170.00/day	_____	_____	_____
Rental Laptop—PC	\$200.00/day	_____	_____	_____

<u>Shipping and Handling</u>	<u>Charge</u>	<u>Qty</u>	<u>=Total</u>
Box handling charge	\$5.00/box	_____	_____
Pallet handling charge	\$60.00/Pallet	_____	_____

Equipment pricing is based on availability. This is an abridged list of Services and Equipment - If you need more equipment or information please contact Swank Audio Visuals at 651-605-0182.

**Sub Total:** \_\_\_\_\_

**Labor:** **\$70.00**

**Tax (7.625%):** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

All services must be paid by credit card in advance of show. The hotel or Swank Audio Visuals is not responsible for damage to equipment due to power surge interruption. Surge protection is strongly recommended. The hotel or Swank Audio Visuals is not responsible for lost or stolen articles in any exhibit booth or conference room.

**Method of Payment: Major Credit Card** \_\_\_\_\_ **Would you like a receipt sent via e-mail?** \_\_\_\_\_

**Type of Card** \_\_\_\_\_ **Credit Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Mail or Fax to:**  
Crowne Plaza Riverfront - St. Paul  
C/O Swank Audio Visuals  
11 East Kellogg Boulevard  
St. Paul, MN 551101

**Phone: 651-605-0182**  
**Fax: 651-605-0161**

**Orders and payment must be received 14 days prior to date of show. 50% surcharge will be added to onsite orders**  
**All charges are subject to applicable state taxes. Any cancellation within 72 hours prior to event will be charged at full rate.**