

OMNI CHARLOTTE HOTEL

EXHIBIT SERVICE ORDER FORM

Conference Name: _____ Date: _____

Meeting Room Name: _____

Company Name: _____ Telephone: _____

On-Site Contact: _____ Booth # _____

******Your Order Must Be Received At Least 1 Week Prior to Conference Date******

REQUEST START DATE/TIME: _____ REQUEST END DATE/TIME: _____

ELECTRICAL SERVICE

DESCRIPTION	QUANTITY	ADVANCE ORDER	FLOOR ORDER	TOTAL
20 AMP CIRCUIT (1 connection contains 2 outlets)		\$25.00	\$35.00	
50 AMP 3 PHASE PATCH-IN		\$150.00	\$200.00	
100 AMP 3 PHASE PATCH-IN		\$275.00	\$325.00	

Power services are based on 110 Volt single phase service, 208 Volt single phase service will be billed at two (2X) single phase price. 120-208 three phase power will be billed at three times (3X) single phase price. ***These prices are one-time fees and include sales tax.**

ADDITIONAL SERVICES

DESCRIPTION	CHARGE Per Service	QUANTITY	TOTAL
EXHIBIT TABLES (6ft Skirted Table)	\$35.00 per table		
Additional Chairs	Complimentary		
EXTENSION CORD/POWER STRIP	\$30.00		
TELEPHONE LINE WITH DIAL 9 ACCESS	\$50.00++		
HIGH-SPEED INTERNET ACCESS	\$250-\$375++ Per connection		

***** ALL CHARGES ARE SUBJECT TO A SERVICE CHARGE & APPLICABLE SALES TAX*****

BILLING INFORMATION MUST BE COMPLETED:

Completion of this section authorizes Omni Charlotte to post all charges for the exhibit set-up requested above to the credit card provided.

CREDIT CARD #: _____ EXP. _____

NAME AS IT APPEARS ON CARD _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Return via fax or email to: Tracy Douglas at (704) 347-4835 or tdouglas@omnihotels.com

PACKAGE SHIPPING AND RECEIVING INFORMATION FOR THE OMNI CHARLOTTE HOTEL

Please read all packages shipping and receiving information thoroughly to ensure the proper handling of your packages. The hotel accepts no responsibility for the return of your packages at the conclusion of your event.

PACKAGES SHIPPED TO THE OMNI:

* Packages will not be accepted more than 72 business hours prior to the first day of your function. Otherwise a charge of \$1.00 per box per day will be incurred.

* Address each package as follows: Omni Charlotte Hotel
132 East Trade Street
Charlotte, NC 28202
Attn:
On site contact name
Hold for arrival date
Group Name
C/O: Sales/Catering Contact Name

****Proper labeling will ensure prompt delivery upon arrival****

* Inform your hotel representative in advance if you are having boxes, packages, or exhibit material shipped to the Omni.

* Deliveries will not be accepted if the shipper requires assistance from the hotel staff to load or unload materials. Arrangements for large shipments must be made in advance.

* Any package, box, or crate will be logged as it is received and a processing charge of \$3.00 per box will be charged. A \$10.00 charge will be incurred for each package that weighs more than 50 pounds and a \$100.00 charge for each and any pallet delivery.

* The Banquet Department will keep records of all shipments, please contact the Banquet Department for any group package inquiries.

SHIPMENT OF OUTGOING PACKAGES:

- * Properly seal and label all outgoing boxes. Unlabeled, unsealed packages will not be accepted for handling by the hotel staff. Shipping materials are available in the business center for guest's use.
- * Properly address each package as to destination and a return address
- * Packages will be sent through the business center via the following carriers:
Federal Express - Handling fee will be twenty percent of the total shipping charges. These charges will be posted to the group's master account, guestroom, or credit card.
UPS - client must call UPS directly to order call tags for pickup, a telephone is available for use in the business center.
- * Any boxes or packages received after 3:00pm in the business center will be sent out on the next business day.
- * Group packages to be shipped after 5:00pm will be received by the banquet manager or captain and sent out the following business day. A \$3.00 processing fee will be posted the group's master account, guestroom, or credit card for each package shipped.

LABOR CHARGES:

- * Labor charges will apply for unloading and loading vehicles, setting up displays and moving materials to and from exhibit areas. Charges will be based on an individual basis. The charges are as follows \$3.00 per box or item under 50#, \$10.00 for each item over 50 pounds and a \$50.00 flat rate for loading, unloading of vehicles, setting up of displays and moving of materials.
- * Exhibitors must load and unload materials through the hotel's loading dock area.