



Exhibitor Order Form

Company Name: _____
 Event Name: _____
 Date(s) of Event: _____
 Booth Number: _____
 On-Site Contact: _____
 Phone Number: _____
 Email (for receipt): _____

Please return completed form no later than (14) days prior to arrival to:

Megan Haupt, Convention Services Manager
 Phone: 503-331-4910
 Fax: 503-249-3137
 Email: mhaupt@portlanddoubletree.com

All prices are quoted on a per day basis. A 21% service charge applies to all items except those with an *.

Audio Visual	Quantity	#/days	Audio Visual	Quantity	#/days
Flip Chart w/easel	\$45.00		High Speed Wired Internet*	\$150	
Standing Easel	\$15.00		Banner Hanging	\$25	
6' Screen	\$45.00		Electrical*	\$25	
LCD Projector	\$475.00		*(110/120v outlet with power strip & extension cord)		
DVD Player	\$70.00		Laptop Computer	\$175	
Polycom Phone	\$100.00		Laser Pointer	\$30.00	
Direct Dial Phone Line*	\$150.00		27" Video Monitor	\$110.00	
<i>Please contact Megan Haupt 503-331-4910 for items not listed here.</i>					

Shipping Information

Pallet receiving charge: \$200.00 Quantity _____
 # of Boxes to be received: _____

Parcels for exhibits may be delivered to the hotel three (3) working days prior to the event, event date. The Doubletree recommends that shipment of pallets should be arranged through a drayage company to be delivered on the day of set up. A receiving and storage fee of \$150.00 will be applied if a pallet is shipped to the hotel for storage, and a \$50 labor fee will be charged for movement of the pallet to the exhibit space. The shipment must be addressed to the guest responsible for claiming the parcel at the hotel which can be claimed at the Hotel Front Desk or with the Banquet Department when preparing to set up for an exhibit. Parcels should be addressed to:

to:
 On-Site Contact's Name & Date of Arrival
 Event Name
 Doubletree Hotel
 1000 NE Multnomah
 Portland, OR 97232

The Hotel requires advance notice of the shipment and number of parcels. Parcels should be numbered 1 of 3, 2 of 3, etc. The Hotel is not responsible for storage of exhibit property or large numbers of parcels beyond 3 working days prior to the event.

Credit Card Authorization

I agree to allow Doubletree Hotel Portland to use my credit card for payment of all authorized charges that have been arranged by my organization.

Credit Card: American Express Visa MasterCard Other _____

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Cardholder's Address: _____

City State Zip

Total Estimated Charges based on Services Requested: \$ _____

I understand that an approval and/or charge will be processed against the above card.

Signature: _____ Date: _____