



Utility Service Order Form

Name of Exhibition or Show: _____

Event Dates: _____

Firm/Exhibitor's Name: _____ Phone: _____

Booth or Table # _____

Electrical Current Charges:

Rates include bringing up 20 amps minimum to your requested area. Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in total price. **THIS IS A PER DAY CHARGE PER UNIT. ALL PRICES ARE SUBJECT TO CHANGE. Deadline for service request is seven (3) days prior to arrival. Orders received after deadline will have a late charge added to prices listed.**

<u>Quantity/Requirements</u>	<u>Amps</u>	<u>Unit Charge</u>	<u>Total</u>
_____ 110 volts (1 Duplex Outlet)	20	\$ 50.00 per day	\$ _____

(This charge is a per day/per booth or table charge with tax it's \$54.13 per day/per booth or table)

Note: All additional requirements are available only on a pre-negotiated basis.

THIS HOTEL RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.

Exhibit Tables:

Quantity/Item

Complimentary for TASCs Exhibitors! Exhibit Table(s) \$35.00 per table/per day. (Skirted Table size 6'x30") with 2 Chairs (May not apply if group is paying for tables)

Audio Visual Equipment: Please contact Kaylye Hall at kayley.hall@ldry.com or 936 419 9946 should you require any audio visual equipment.

The above charges are all a PER DAY CHARGE and will be added to the group's master account, unless a credit card is provided by the vendor/exhibitor. Please email this form and the credit card authorization form to Lisa Clemons at lclemons@ldry.com or fax it to 409 744 6913. Please note you can call the number below to give the credit card number directly to me, instead of writing it on the form.

If you need assistance, please call Lisa Clemons at 409 740 8686



THE SAN LUIS RESORT
SPA & CONFERENCE CENTER

CREDIT CARD BILLING AUTHORIZATION FORM

DATE: _____

CONVENTION NAME: _____

CONVENTION DATES: _____

EXHIBITOR COMPANY/ORGANIZATION: _____

EXHIBITOR BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

NAME ON CREDIT CARD: _____

CARD: MASTER CARD, AMERICAN EXPRESS, VISA, DISCOVER, OR DINERS CLUB

CARD NUMBER: _____

(If you prefer to call with your credit card number, please note on the above line "will call" electrical will not be ordered until cc # is on file)

EXPIRATION DATE: _____ **CVV CODE:** _____

AMOUNT APPROVED FOR BILLING: \$ _____

AUTHORIZED SIGNATURE: _____

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to lclemons@ldry.com. If you have any questions, please contact me at **(409) 740 8686**. To send payment in advance via check, mail to: The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. Please make sure to include with the check this form or the name and date of the exhibition and your booth or table number.

If shipping items, please use this address: The San Luis Resort, c/o Lisa Clemons (Hold For: Group Name/Exhibitor Name), 5222 Seawall Blvd., Galveston, TX 77551 for receiving shipments. Please note if you do ship to the hotel, shipments are not allowed to arrive more than 3 days before the event begins. For shipping out, you will need to prepare your item for shipping and call in to schedule the pick-up. Shipments if addressed properly with group's name, will be brought up the exhibit room on the day of setup.

Please note if you order electrical on-site you may not be able to get power due to setup, and there will be an additional charge for late orders, no exceptions.

If you would like a receipt emailed to you, (emails are sent out after the event concludes) please print clearly your email address here: _____