



Callaway Resort and Gardens Exhibitor Order Form

All materials should be shipped no more than three days prior to move in to the address below and labeled as follows:

Lodge and Spa at Callaway Gardens

Attn: Sara Cole

4500 Southern Pine Drive

Pine Mountain, GA 31822

Conference name: *GACSB Educational Exchange*

Conference Dates: *October 27-29, 2019*

Hold for: _____ Box ____ of ____

Charges for receiving and storing boxes are as follows:

Material handling fees are subject to service fee and tax:

Light to medium boxes (needing only one individual for lifting and deliver)	\$1.00 each
Large crates and Trunks	\$20.00 each
Pallets	\$50.00 each
Storing more than three days	\$20.00 per day

CUSTOMER INFORMATION

Event *GACSB Educational Exchange*

On-Site Contact

On-Site Cell Number

Requested by

Phone Number

Address

City

State

Zip



QTY	ITEM	RATE	Total
	Boxes- Light to Medium	\$1.00 ea.	
	Large crate and/or trunk	\$20.00 ea	
	Pallet	\$50.00 ea	
	Storage over three days	\$ 20.00/ day	
	Total		

Credit Card Authorization

Payment Information:

Name on Reservation

Cardholder's Name

Card Number

Exp.

CCV

Authorized Signature

I _____, hereby authorize Callaway Resort and Gardens to charge my card in the total amount listed above

Date

Boxes received will not be released to Exhibitor until form completely filled out. There is a 10% charge added to above pricing for on site ordering.

Please complete form and return to:

Sara Cole

Scole2@callawaygardens.com or fax to 706-663-6714

The (RESORT) will store your items for up to three (3) days following your event, all packages should be labeled and sealed before your departure and storage



CUSTOMER INFORMATION

Group/Organization	Event		
On-Site Contact	Requested by		
On-Site Cell Number	Phone Number		
Fax Number	Email		
Address	City	State	Zip

CREDIT CARD AUTHORIZATION FORM

Master Account #	Room #		
Name on Reservation			
Cardholder's Name			
Card Number	CCV	Exp.	Type
I, _____, hereby authorize Encore Event Technologies to charge my credit card the amount listed above.			
Authorized Signature			Date

QTY	ITEM	DAILY RATE	DAYS	TOTAL
	Trade Show Booth Power Drop, Single Phase 5 Amps <i>For other power needs call our office.</i>	\$75		
	Laptop Computer	\$150		
	Wired Internet Connection	\$100		
	Flat Screen Monitor 32 Inch	\$100		
	Flat Screen Monitor 42 Inch	\$200		
	Flat Screen Monitor 50 Inch	\$300		
	LCD Projector Package Small Meeting Room <i>Screen, Projector, Cart, AC Cord, Power Strip</i>	\$450		
	LCD Support Package Small Meeting Room <i>Screen, Cart, AC Cord, Power Strip</i>	\$150		
	SS – 100 Sound System <i>Powered Speaker, Wired Microphone</i>	\$195		
	Computer Sound <i>Powered Speaker Suitable For Use With 50 People</i>	\$60		

FOR OTHER NEEDS OR MORE INFORMATION CONTACT
ENCORE EVENT TECHNOLOGIES AT (706) 663-5003 OR EMAIL
AT ENCORE@CALLAWAYGARDENS.COM

RENTAL CONTRACT MUST BE COMPLETED, INCLUDING
METHOD OF PAYMENT, FOR ORDER TO BE PROCESSED.

ALL EQUIPMENT CHARGED AT A DAILY RATE.

Subtotal	
Service Charge: x 22%	
Sales Tax: 8%	
GRAND TOTAL	

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

- Cancellation:** In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
- Risk of Loss:** Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
- Insurance** for the subject equipment is Lessee's responsibility.
- Payment** tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
- It is the responsibility** of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

A 22% Service Charge applies to all items with the exception of labor.