



## VENDOR SERVICES REQUEST FORM

\*\*\*Must be received 14 days prior to event date or a \$25 late fee will be charged\*\*\*

Information below is subject to change. Forms will not be accepted until 90 days prior to arrival. An updated Vendor Services Form will be provided 120 days prior to arrival.

Group Name: VRPS Annual Conference 2021

Group Date: October 24-26, 2021

Set Up:

Breakdown:

Person/Company Requesting Service: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Payment:  Check  Visa  MasterCard  American Express  Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Print) (Signature)

*Service for late requests cannot be guaranteed.  
The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.*

## VENDOR TABLE/ ELECTRICITY

\_\_\_\_\_ Vendor Table (1 5' Classroom Table, Undraped and two Chairs)

\_\_\_\_\_ Standard Electrical Service and Power Strip: \$50 each

\_\_\_\_\_ Additional 20-amp single phase (120 x circuit): \$225 each (Power Cords are not included)

\_\_\_\_\_ Additional Electrical Service (208 x single phase outlets): \$275 each (Power cords are not included)

**Total Electrical Charges:** \$ \_\_\_\_\_

Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

## Rules and Regulation

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$75.00 flat fee*	_____	_____
High Speed Internet Line-Hard Wire	\$150.00 flat fee	_____	_____
High Speed Wireless Internet Access	\$10.00 per day	_____	_____

**Total Telephone Charges:** \$ \_\_\_\_\_

\*Hotel's published telephone rates will apply for outgoing calls.

- No items may be annexed to the wall or ceiling.
- All cords (power or otherwise) must be taped down for safety purposes
- Hotel will not add power to booths the day of the Event.

