



EMBASSY SUITES  
HOTEL®

Little Rock  
11301 Financial Centre Parkway  
Little Rock AR 72211-3735  
501-312-9000

PLEASE PRINT

FOR: **AFMC Quality Conference**

DATE: **5/19/2010**

Exhibitor Company Name: \_\_\_\_\_

Name of Booth Sign if Different from Above: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Booth or Table Top # \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**ELECTRICAL:**

Embassy Suites must provide all electrical needs. Power-strips, multi-plugs, and extension cords must be ordered from Embassy Suites. Vendors are not allowed to bring their own.

If multiples are needed, please indicate quantity.

	<u>Advance Order (per day)</u>	<u>Floor Order (per day)</u>
___ 110 Outlet Plug	\$42.00	\$84.00
___ 220 Outlet Plug	\$175.00	\$300.00
___ Power Strip	\$12.00	\$24.00
___ Extension Cord	\$12.00	\$24.00

**Additional audio visual equipment is available through Embassy Suites.  
Contact Sales and Catering for a complete list of services.**

**PHONE LINES:**

\_\_\_ Phone lines will be routed through hotel switchboard and will require 9+ dialing.

\_\_\_ Cord only \$19.50 \_\_\_ Cord and Phone \$70.00 \_\_\_ High Speed Internet \$150.00

Floor orders will double the price of the phone service.

\_\_\_ Phone lines will be ordered from Southwestern Bell Convention Services and will be direct dial lines.

\_\_\_ Cord only \$165.00 \_\_\_ Cord and Phone \$248.00

Floor orders are not possible for direct lines.

TABLES:

All booths include a 6ft skirted table, two chairs, wastebasket and an identification sign. Back drape is black and skirts are hunter green. Based on space contracted for exhibits by your host there may not be space for additional tables.

Additional Tables:

	<u>Advance Order (per day)</u>	<u>Floor Order (per day)</u>
<input type="checkbox"/> 6' X 18" w/o skirt	\$12.00	\$24.00
<input type="checkbox"/> 6' X 18" w/skirt	\$25.00	\$50.00

Labor assistance is available at \$35.00 per person per hour.

FREIGHT DELIVERY AND STORAGE:

All shipments are available in the Banquet office the day of your scheduled set-up.

Ship to:

*Convention Name, Company Name, Date of Convention*  
11301 Financial Centre Parkway  
Little Rock, AR 72211

**Clearly indicate the name that will be on your booth and the name and dates of the Convention.**

Please consider the dimensions of our service entrance when packing for shipping: The freight elevator at the hotel measures 6"9" x 5'4". The door opening is 4' wide. The maximum weight the elevator can accommodate is 3,500 lbs. All booth materials must be brought up through the hotel service entrance. If packages are too large to be brought through this entrance, arrangements should be made through the Sales and Catering office by calling (501) 537-3003. Shipments will not be accepted more than 4 days before your scheduled event. There is a \$5.00 charge for each box or package received.

PAYMENT POLICY:

**9.5% sales tax will be added to all orders.**

Method of payment must be received with this order: All checks must be received two weeks in advance.

Check

Credit Card

**Receipts are available by calling (501) 537-3312 the day after the event concludes.**

Credit cards will be charged at the conclusion of the event.

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Fax this order to: (501) 954-7296 Embassy Suites Sales and Catering Office.  
For questions please contact Melanie Huffman at (501)537-3359.

*Thank you and we look forward to a successful event!!*