



EXHIBITOR INFORMATION

Name of Conference: _____

Date of Show: _____ Booth Number(s): _____

Company Name: _____ Division: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Authorized By: _____ Title: _____ Date: _____

In-House Contact: _____

ENGINEERING LABOR SERVICE

Our Engineering Depart has available the various crafts as needed for your setup. Arrangements must be made in advance. The charge for this service, Monday-Friday from 8:00 am to 4:30 pm, is \$40.00 per hour with a two hour minimum. For Monday-Friday from 4:30 pm to 8:00 am, Saturday, Sunday, and Holidays, the charge is \$50.00 per hour with a four hour minimum. You are required to be present at the time of service to give instructions.

SET UP:

Date: _____

Time: _____

DISMANTLING:

Date: _____

Time: _____

Please indicate service desired.

Labor to set-up display:

- Carpenters
- Laborers
- Other _____

Please provide the following information:

Set-up Plans:

Number of Crates/Boxes:

Photo of Exhibit (if specialty set):

Special Instructions:

NOTE: The Greenbrier will not be responsible for any damages resulting to the display!

ELECTRIC SERVICE

If you will have any electrical requirements, arrangements must be made in advance. Please indicate the type of service required:

- Standard 120 Volt Outlet – 20 amps \$30.00 per booth
- If 3-phase is required. 220 VOLT available in limited areas of Hotel. Price will be quoted per location.
- Power Strip \$15.00 per unit

TELEPHONE SERVICE

If you are in need of special telephone service, arrangements must be made in advance. Please indicate below the type of telephone service required:

- Direct Inward Dialing - \$225.00 per line, includes telephone (Restricted or Unrestricted)

NOTE: Charges for local or long distance calls are in addition to the above costs.

INTERNET CONNECTION

The Greenbrier offers complimentary wireless Internet access in all guest rooms and public areas.

- T-1 Land Line Connection –
\$200.00 Installation per room
\$50.00 per day/per line access

Please indicate any IT special requirements below:

AUDIO/VISUAL, COMPUTER SERVICES, & RENTAL EQUIPMENT

For equipment availability and pricing please contact Dave Donovan with Encore at 304-536-7793.

SHIPPING AND HANDLING CHARGES

When shipping in boxes of supplies, equipment, etc... Please use the following address:

**The Greenbrier
101 Main Street, West
White Sulphur Springs, WV 24986**

Attn: Recipient's Name, Arrival Date, Conference Name

All shipments should be scheduled for delivery no earlier than seven days prior to the start of your program. The Greenbrier does received numerous deliveries, so please be sure to include the recipient's name, show name and date, booth number, and number of parcels.

Handling fees are as follows:

Inbound & Outbound Handling Fee: \$5.00 per box/package or \$45.00 per pallet

Packing Fee: \$10.00 per box; a limited selection of box sizes are available from The Greenbrier at an additional cost.

Room-to-Room: \$1.00 per box or \$25.00 per man-hour, whichever is less.

Porters will be available daily from 7:00 am to 5:00 pm to deliver shipments to the exhibit area.

<table> <tr> <td>Exhibit Fee</td> <td>\$ _____</td> </tr> <tr> <td>Shipping & Handling</td> <td>\$ _____</td> </tr> <tr> <td>Engineering Labor</td> <td>\$ _____</td> </tr> <tr> <td>Electrical Service</td> <td>\$ _____</td> </tr> <tr> <td>Telephone & Internet</td> <td>\$ _____</td> </tr> <tr> <td>Technical Equipment</td> <td>\$ _____</td> </tr> <tr> <td> Sub-Total</td> <td>\$ _____</td> </tr> <tr> <td> *HPF&Tax</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL</td> <td>\$ _____</td> </tr> </table>	Exhibit Fee	\$ _____	Shipping & Handling	\$ _____	Engineering Labor	\$ _____	Electrical Service	\$ _____	Telephone & Internet	\$ _____	Technical Equipment	\$ _____	Sub-Total	\$ _____	*HPF&Tax	\$ _____	TOTAL	\$ _____	<p>Please sign and return to Trade Show Coordinator:</p> <p>Angie Speilman 101 Main Street, West White Sulphur Springs, WV 24986 Phone: 304-536-5332 FAX: 304-536-7874 Angie_Speilman@greenbrier.com</p>
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*All services subject to Historic Preservation Fund and Applicable Taxes

Payment Method:

- Check Enclosed – Payable to The Greenbrier
 Credit Card: American Express Visa M/C Discover Card

Card #: _____ Expiration Date: _____

Signature: _____ Card Holder's Name: _____