



Exhibitor Order Form

Please Fax or email all requests to:
Attn: Kathleen Hagan – Event Manager
18740 International Blvd. Seattle, WA 98188
Phone 206-901-5963 Fax 206-439-4596

Email: kathleen.hagan@hilton.com

Communications

___ **DID Phone Line** at \$75.00 one time setup fee & phone call charges

___ **High Speed Internet Access** at \$75.00 per day

Number of Users _____

Wireless _____ Wired _____

VPN Usage _____ Yes _____ No

Public IP Address _____ Yes _____ No

Food and Beverage Requests

Outside Food and Beverage is not allowed in Meeting Rooms.

For questions please email Event Manager directly at kathleen.hagan@hilton.com.

Shipping and Handling

Number of Parcels/ Pallets Shipped: _____ Boxes _____ Pallets

Parcels may be sent up to 3 working days in advance. A \$4.00 per parcel Receiving/Storage Charge applies. If received prior to 3 working days, a \$10.00 per parcel Receiving/Storage Charge applies. A \$1.00 per parcel or \$15.00 per pallet Freight Handling Room Delivery Fee applies on an in and out basis. Parcel charges will be posted to the credit card.

Please address all parcels as follows:

**Doubletree Hotel Seattle Airport
WSASCD 10/13-14
Exhibitor Name/ Company
Box 1 of _____
18740 International Blvd.
Seattle, WA 98188
Phone: 206-901-5963**

Audiovisual Requirements

VHS Deck	\$65	AC Cord w/ Power Strip	\$25
27" Video Monitor	\$100	Flipchart w/ Pens & Paper	\$50
27" Video Monitor / DVD Player	\$180	5' – 8' Tripod Screens	\$60
Small Powered Speaker w/Stand	\$75	AV Cart	\$25

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Computer Requirements

18" Flat Screen Monitor LCD	\$175	Intel Centrino Duo (LAPTOP)	\$250
30" Flat Screen Monitor LCD	\$250	Laser Printer	\$225
50" Plasma Flat Screen Monitor	\$700	XGA LCD Proj. (3000/3500+ lumens)	\$550/750.00

Prices above do not include WA State Sales Tax 9% and PSAV service fee 20%. For guaranteed availability 48 hour advance noticed is required. All items cancelled within 24 hours of delivery will be billed at full rate. Staff is available on-site for assistance.

Misc. Items

_____	Easels	\$15.00 Per Easel / Per Day
_____	Banner Hanging	\$30.00 per 6' Banner, \$10.00 for Each Additional Foot / Per Banner (All Banners Must Be Hung by Hotel Staff)
_____	Additional 6' x 30" Draped Exhibit Table	\$30.00 Per Table

Additional Requests or Comments:

Convention Name: **WA State Assoc. for Supervision & Curriculum Development (WSASCD)**

Exhibitor Company Name: _____

Your Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

Booth #: _____ Dates/Times: _____

I agree to allow Doubletree Hotel Seattle Airport and Presentation Services to use my credit card for payment of all charges listed above.

Credit Card: American Express Visa MasterCard

Credit Card #: _____ Exp Date: _____

Cardholder's Name: _____ Signature: _____

For credit card charges please include photocopy of front and back of card.