Exhibitor Electrical/Shipping Form

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| Contact Information |
| Name of Event  |  |
| Company Name |  |
| Contact Person |  |
| Address |  |
| Phone Number |  |
| Email Address |  |
| Booth# |  |
| Box Handling$5 per box / $150 per pallet\*\* |
| # of Boxes  |  |
| Electrical$35 per booth + 22% service charge and current sales tax |
| Electrical Drop | \_\_\_\_\_ Yes \_\_\_\_\_ No |
| Payment Information |
| Card Type |  |
| Card Number |  |
| Expiration Date |  |
| Name on Card |  |
| Signature |  |

Conditions: & Regulations for all shows:

1. Electrical Rates are based on orders received 3 days prior to the 1st move in day. Orders received less than 3 days prior to move-in will be charged at a higher on-site rate.
2. Crowne Plaza will NOT accept liability for equipment damage due to power interruptions or variances, including but not limited to dips, surges or power outages.
3. All cancellations are subject to a 50% processing fee. Cancellations made 24 hours before installation are nonrefundable.
4. All electricity fees are subject to 22% service charge and current sales tax.
5. Boxes cannot be received by the hotel more than 3 business days prior to arrival. Boxes arriving outside of 3 business days will be charged a $25 per box per day fee.
6. \*\*Pallets and oversized items must be pre-arranged with the hotel prior to shipping

 **Shipping Address: Please Label All Boxes With:**

 Crowne Plaza Asheville Event Name

 1 Resort Drive Company / Vendor Name / Booth #

 Asheville, NC 28806 Name of Person Receiving Boxes

**Please return form via fax or email to:**

**Christy Ball** **cball@ashevillecp.com** **828-254-1603 (Fax)**