

FAX COVER SHEET

To: Tenly Mabrouk, Senior Events Manager	Date:
Hilton Vancouver Washington	Number of Pages:
301 West 6 th Street	
Vancouver, WA 98660	
Phone: 360-828-4317	
Fax: 360-828-4309	

Western Energy Institute
From:
Exhibitor Company:
Phone Number:
Fax Number:
E-Mail:
On-site Contact:
On-site Contact Phone:

ADDITIONAL EQUIPMENT

All Audio Visual Prices are per day.

Any equipment or technician canceled within 24 hours of a function's start time will be billed at the full price.

All equipment will be subject to a 20% Service Charge and 8.1% Sales Tax

Miscellaneous Equipment	Qty	DAILY RATE	# Days	Total
Power at 20-amp Circuit (includes power strip or cord)		\$40.00 per day		
Additional Power Cord		\$10.00 per day		
Additional Power Strip		\$10.00 per day		
Wired or Wireless High-Speed Internet Connection		\$50.00 per day		
Phone line		\$100.00 per day		
Conference Speakerphone		\$95.00		
Desk Phone		\$30.00		
Banners, hotel staff to hang		\$25.00 each		
Flipchart w/Markers		\$45.00		
Tripod Easel		\$25.00		
Office Equipment		Call for details		
Audio / Video Equipment	Qty	DAILY RATE	# Days	Total
DVD Player		\$65.00		
DVD / VCR and 27" Monitor package		\$175.00		
27" Color Monitor (NOT for computer use)		\$110.00		
42" Rolling Cart w/Black Drape		\$25.00		
CD Player		\$60.00		
Cassette Player - Stereo, (requires sound system)		\$50.00		
Wired Handheld Microphone		\$50.00		
Wireless Microphone: Handheld or Lavalier (circle one)		\$135.00		
Speaker w/stand for above microphones, Required		\$75.00		
Sound System with (2) powered speakers, (2) stands		\$175.00		
Desktop Computers		Please call for rates		
Laptop Computers		Please call for rates		
18"-20" Flat Screen Computer Data Monitor		Please call for rates		
32" LCD Screen Computer Data Display		\$550.00		
42" Plasma Screen Computer Data Display *		\$550.00		
* Requires 2 Technicians to setup and dismantle.		See Below		
Screens -- 5 ft., 6 ft., 7 ft., 8 ft.		\$40.00		
Rental Totals	PRE-PAYMENT IS REQUIRED ON ALL ORDERS			
EQUIPMENT TOTAL				
Service Charge on all equipment rentals of 20%				
Sales Tax at 8.2%				
* Additional Labor charges apply, please call for details				

HILTON VANCOUVER WASHINGTON
CREDIT CARD PAYMENT AUTHORIZATION FORM

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Arrival, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

HOTEL USE ONLY: **Date:** _____
 Authorized Amount: Approval Code: _____ Date: _____

CARDHOLDER - Please complete the following section and sign/date below.

Group Name: Western Energy Institute				
Event Date: September 27 – 29, 2010				
Name of Person/Group Making Reservation:			Phone:	
Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:		State:		Zip:
Daytime /Business Telephone:			Evening Telephone:	
Credit Card Number:			Expiration Date:	
Credit Card Type: (Circle one)				
Visa/MasterCard	American Express	Discover	JCB	Diners Club
Credit Card Issuing Bank Name:			Bank Phone Number (from back of your credit card):	
I agree to cover the following categories of charges: (Please circle)				
All Charges	Room & Tax	Food & Beverage	Retail/Recreation	Tradeshow for power, equipment, and shipping
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				

Note: Charges for room and tax will be charged to your credit card immediately. Any charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____
 Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

 Cardholder Signature

 Date