



**Hilton**  
Charlotte University Place

**NAME OF GROUP** \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND FAX OR MAIL TO YOUR CONVENTION SERVICES MANAGER  
THIS FORM **MUST** BE RETURNED TO THE CONVENTION SERVICES MANAGER

CONVENTION SERVICES MANAGER: Erin Brown      EMAIL: ERIN.BROWN@HILTON.COM  
DIRECT LINE: 704.916.2848    FAX MACHINE: 704.548.1081  
HOTEL ADDRESS:      8629 JM KEYNES DRIVE, CHARLOTTE, NC 28262

EXHIBITOR NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ASSIGNED BOOTH NUMBER (if applicable): \_\_\_\_\_

**ELECTRICAL REQUIREMENTS: (PLEASE CHECK)**

**REQUEST START DATE:** \_\_\_\_\_

**REQUEST END DATE:** \_\_\_\_\_

- Extension Cord/ Power Strip @ \$42.00 Per Day\* \*
- 120 Volts Outlet 15 amp @ \$50.00 Per Day\*
- 208 Volts Single Phase 50 amp @ \$180.00 Per Day\*
- 208 Volts Single Phase 60 amp @ 190.00 Per Day\*

**TELEPHONE SERVICE REQUIREMENTS: (PLEASE CHECK)**

- Telephone Line with Dial 9 Access @ \$50.00 Per Day \*
- Wireless High Speed Internet @ \$50.00 Per Day\*\*
- Wired Internet Hard Line @ \$150.00 Per Day \*\*

*\*Local & Long Distant Calls will be billed on a daily basis to the credit card provided for phone line.*

**ADDITIONAL SET-UP: (PLEASE INDICATE NUMBER OF EACH)**

- \_\_\_\_\_ Skirted 6ft Tables with (2) Chairs @ \$ 25.00 each (one time fee)\*\*
- \_\_\_\_\_ Use of Hilton University Kitchen for Ice, Grill and or Oven @ \$35.00 (one time fee)\*\*

**\* 7.25 % Sales Tax & \*\*24% Service Charge will be added to the above pricing**

**BILLING INFORMATION:**

Completion of this section authorizes The Hilton Charlotte University Place to post all charges for the exhibit set-up requested above to the credit card provided.

NAME: \_\_\_\_\_

COMPANY NAME/ ASSOCIATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CARD HOLDER'S NAME: \_\_\_\_\_

CARD TYPE:                      VI                      MC                      AX                      DI                      DC

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SHIPPING REQUIREMENTS:**

Any item necessary to ship to the hotel in advance requires the group/ conference name and the recipient's name to be clearly labeled on each item shipped. Packages will only be accepted if delivered up to 2 days in advance to the pick-up date/ conference start date, otherwise a \$5 per 50 pound storage fee will be required to pick up packages. The address of the hotel is noted above.