



VENDOR TECHNOLOGY REQUEST FORM

Conference Name: VRPS

Vendor Setup Time: 1:00 PM
Vendor Breakdown Time: 12:30 PM

Vendor Setup Date: Sunday, November 6, 2016
Vendor Breakdown Date: Monday, November 7, 2016

Please complete the following information:

Organization / Name of Exhibitor: _____

Contact Name: _____ Phone: _____

Please indicate special technology and/or electrical equipment needed.

Equipment	QTY	COST	# DAYS	TOTAL
Electrical Needs:				
Power Strip		\$ 16.00		
110 Outlet		\$ 50.00		
208 / 220 Outlet		\$ 189.00		
Power Box: (4) 110 Outlets and (1) 220 Outlet		\$ 252.00		
220 Pigtail (200 Amp)		\$ 630.00		
Additional Electrical as quoted by Engineer (Please List)				

Technology Requests

NOTE: Wireless Internet access can be purchased on-site with a major credit card via web interface.

	QTY	COST	# DAYS	TOTAL
Modem Line (Local & Toll Free Calls Only)		\$ 80.83		
Wired Internet Access (Shared T1 Access)		\$ 63.00		
Wireless Internet Access (Shared T1 (1.544 Mbps) Access)		\$ 44.10		
Wireless Internet (Shared 512kup 512k down, Public IP/needed for some VPNs and Video)		\$ 16.32		
Wireless Internet Access (Shared 256k up and 512k down, Private IP)		\$ 12.54		
Telephone with Line (Local & Toll Free Calls Only)		\$ 80.83		
5' - 8' Tripod Screen		\$ 37.80		
27" TV w/ DVD Player		\$ 195.30		
Laptop with Internet Access (Limited Availability)		\$ 186.53		
Computer with 17" Monitor and Internet Access		\$ 119.70		
42" Plasma Screen		\$ 396.00		

Please list all types of devices and number of devices that we will be supplying power to, i.e., laptop, copier, displays and lighting. This information is used to ensure adequate electrical power is supplied to meet the needs of all vendors:

Vendor charges are for the full event time and inclusive of all applicable service charge and tax. All charges must be paid in advance by check or credit card. All items are subject to availability. Please call Kristi Telsch for special requests and 540-853-8219 or via e-mail at ktelsch@hotelroanoke.com.

To pay via credit card please contact the Hotel Roanoke Accounting Department at (540) 853-8209 _____

If you would like a receipt, please provide fax or e-mail: _____

POLICIES AND PROCEDURES

1. Shipments: Please consult your vendor guidelines supplied by the conference for shipping information. If shipments are to
 - Name of Conference
 - Senders Name / Phone Number
 - Organization name as listed with conference vendor registration
 - Your on-site contact or receiver of parcel(s)
 - Number of parcels per delivery
 - Booth Number (if known)

2. Additional Usage: Any additional electrical or equipment used on site will be charge accordingly to the credit card provided.

3. Personal Property: In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of
4. Indemnity: As an exhibitor, you assume entire responsibility and hereby agree to protect, indemnify, defend and save The
5. Exits: At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or
6. Parking: Trucks and vehicles may be **temporarily** parked at conference center entrance and must be removed as soon as

7. Moving Equipment: The vendor must provide their own moving equipment and packaging supplies. No moving equipment

8. Package Pick-Up: All delivery/pick-up schedules for packages for the shipping company must be arranged with the hotel's

Authorized Signature: _____ Date: _____

FAX OR EMAIL COMPLETED FORM TO: Kristi Telsch @ 540.853.8265 or ktelsch@hotelroanoke.com

Checks can be mailed to: The Hotel Roanoke & Conference Center;

110 Shenandoah Ave; Roanoke, VA 24016; Phone: 540.853.8219

