



VENDOR SERVICES REQUEST FORM

Must be received 14 days prior to event date or a \$25 late fee will be charged

Information below is subject to change. Forms will not be accepted until 90 days prior to arrival. An updated Vendor Services Form will be provided 120 days prior to arrival.

Group Name: VRPS Annual Conference 2021	Group Date: October 24-26, 2021
Set Up:	Breakdown:
Person/Company Requesting Service: _____	
On-site Contact Name: _____	Booth #: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____ E-mail: _____
Type of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Number: _____ Expiration Date: _____	
Authorized by: _____	_____
(Print)	(Signature)

*Service for late requests cannot be guaranteed.
The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.*

VENDOR TABLE/ ELECTRICITY

_____ **Vendor Table (1 5' Classroom Table, Undraped and two Chairs)**

_____ **Standard Electrical Service and Power Strip: \$50 each**

_____ **Additional 20-amp single phase (120 x circuit): \$225 each** (Power Cords are not included)

_____ **Additional Electrical Service (208 x single phase outlets): \$275 each** (Power cords are not included)

Total Electrical Charges: \$ _____

Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

Rules and Regulation

1. Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Hotel's Engineering department.
2. Under no circumstances shall anyone other than "hotel electricians" make electrical connections, other than to 110 volt outlets.
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as local and state codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages caused by exhibitor and/or exhibitor's employees or customers.
8. No items may be affixed to the wall or ceiling.
9. All cords (power or otherwise) must be taped down for safety purposes
10. Hotel will not add power to booths the day of the Event.

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$75.00 flat fee*	_____	_____
High Speed Internet Line-Hard Wire	\$150.00 flat fee	_____	_____
High Speed Wireless Internet Access	\$10.00 per day	_____	_____
Total Telephone Charges:			\$ _____

*Hotel's published telephone rates will apply for outgoing calls.

BOX HANDLING/STORAGE

Quantity	Description	Price per Box per Day	Amount
_____	Boxes up to 15 lbs	\$10.00 each	_____
_____	Boxes 16 to 50 lbs	\$20.00 each	_____
_____	Boxes 51 to 300 lbs	\$75.00 each	_____
_____	Pallets	\$150.00 each	_____
	(Shipper must provide a method of retrieving pallet from shipping truck)		
_____	Storage	\$100.00 each	_____
	(Required for all Shipments arriving 48 Hours in Advance of the Event)		
Box handling charges will be billed to the guest/exhibitor.		Total Box Handling Charges:	\$ _____

Shipping Instructions:

Incoming:

- ◆ Ship packages to arrive NO EARLIER THAN 3 DAYS PRIOR TO SETUP. Boxes that arrive earlier will not be accepted.
- ◆ Address incoming boxes as follows:

Group Contact:
Company Name:
Name of Meeting:
Date of Meeting:
Exhibitor: _____
Hotel Madison
710 S. Main Street
Harrisonburg, VA 22801

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items.

Outgoing:

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Guests can ship out by taking their boxes to the Front Desk on teardown day.
- ◆ **Exhibitor MUST arrange for a pickup via FedEx or UPS on their own. Pick Up Must be within 24 hours of teardown to avoid a Storage fee for items being shipped.**
- ◆ Shipping charges can be placed on a credit card or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx labels.)
- ◆ Questions should be directed to your Conference Services Manager prior to the meeting.

Payment	Total Box Handling Charges:	\$ _____
	Total Telephone Charges:	\$ _____
	Total Vendor Table/Electricity Charges:	\$ _____
	Plus \$25 Late fee(if applicable)	\$ _____
	Plus Tax (5.3% - or prevailing state tax %)	\$ _____
Total Amount Due with tax:		\$ _____

NOTE: Credit cards will be charged upon receipt of this form or within 1-2 weeks of conference date.

Fax or mail completed form to: **Hotel Madison**
710 S. Main Street
Harrisonburg, VA 22801
Attention: Conference Services
Phone: 540-564-0200
Fax: 540-564-0300