



The Skirvin Hilton

Oklahoma City

Program Site	<p>The Skirvin Hilton One Park Avenue Oklahoma City, OK 73102 Phone: 405-272-3040</p> <p>Sr. Event Manager: Kelsey Huber Phone: 405-702-8514 Email: kelsey.huber2@hilton.com</p> <p>Preferred Vendors: Kyle Nausha, Encore Technology Phone: Email: Kyle.nausha@encoreglobal.com</p>
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We look forward to the beautiful Skirvin Hilton Hotel. We appreciate your taking the time to fill out the exhibitor form so that we can be most prepared for your specific needs.

Exhibitor Information

**If you are shipping packages, please do so to hotel address (noted above) and on the label, please note:
ATTN: (<Event Manager Name> /Hold for <Group Name>- Booth # ____).**

Fee is \$20 Per Box Less Than 75lbs, and \$150 for Pallets and Boxes Over 75lbs.

The hotel will make every effort to have shipped materials delivered to the exhibit area prior to set up time.

At end of conference, please have your shipments re-packed with a shipping label or bill of lading attached, **the hotel does not supply shipping labels or packing materials.** Packed and labeled boxes or pallets may be left at the exhibit booth and the hotel will deliver to shipping and receiving. The hotel has pick up times with UPS and FedEx, but it is preferred that your shipment is called in for pick up.

Please complete the Exhibitor Order Form and return the completed form to <Event Manager Name>. Once the form is received, you will receive an AV Quote (if necessary), estimate, and payment instructions. All charges must be pre-paid 10 days prior to event.

Thank you in advance for your cooperation.

Exhibitor Order Form

Event Name: _____
Conference Set-Up Day: _____

Exhibit Space: _____
Set-Up Times: _____

Company: _____

Booth Number: _____

Street: _____

City: _____

State: _____

Zip: _____

Onsite Contact: _____

Onsite Contact Cell: _____

Dates Equipment is Needed: _____

Booth Accessories			
Quantity	Service		Subtotal
_____	Standard Banner less than 4 x 6	@ \$50.00	\$ _____
_____	Banner Size Greater than 4'x6'	@ \$75.00	\$ _____
_____	WiFi	@ \$50.00	\$ _____
_____	Extension Cord*	@ \$27.00	\$ _____
_____	Power Strip*	@ \$22.00	\$ _____
_____	Easel*	@ \$24.00	\$ _____
_____	24" Tabletop Monitor*	@ \$160.00	\$ _____
_____	55" LED Monitor*	@ \$490.00	\$ _____
_____	Rental Laptop*	@ \$230.00	\$ _____
	* Encore to provide		

Note: There is No Charge for AV on Conference Set-up Day. Pricing is Per Day of Usage with Attendee Presence. All Encore Technology is Subject to Tax, (currently at 8.625%) and Encore Service Fees

Shipping Charges			
Quantity	Service		Subtotal
_____	Box Under 75lbs	@ \$20.00	\$ _____
_____	Boxes Over 75lbs & Pallets	@ \$150.00	\$ _____

Power Outlets			
Quantity	Service		Subtotal
_____	100 Amp – 200 Amp Pig Tail Hook Up	@ \$200.00	\$ _____

Note: Special electrical requirements are possible, but need to be priced and approved by hotel Engineering.

Subtotal			

All Services Must Be Prepaid 10 Days Prior to Event