

EXHIBITOR ORDER FORM& CREDIT CARD AUTHORIZATION FORM

Group Name / Function Function Dates

SET-UP		ORDER (all prices listed below are subject to service charge and tax)				
exhibitor set up - includes (1) 6-foot table, (2) chairs, (1) small trashcan Note: NASS will pay for your table & chair SHIPPING AND HANDLING	Amount	SET-UP				
in-coming shipping handling fee	N/A	exhibitor set up - includes (1) 6-foot table, (2) chairs, (1) small trashcan Note: NASS will pay for your table & chair				
AV powerstrip /extension cord \$15.00 per strip/cord / per day flat screen monitor:		in-coming shipping handling fee		\$10.00 per box		
powerstrip /extension cord flat screen monitor: 22" monitor \$75.00 per monitor / per day \$125.00 per set-up / per day \$125.00 per monitor / per day \$125.00 per mon		_ in-coming shipping handling fee		\$100.00 per pallet		
flat screen monitor: 22" monitor \$75.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 5125.00 per set-up / per day 5125.00 per monitor / per day 5125.00 per monitor / per day 5125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 5125.00 per monitor / per day 55" monitor on rolling stand 5125.00 per monitor / per day 5125.00 per monitor /		-				
OTHER (please specify) CHARGES AUTHORIZED (please initial ALL applicable boxes)				\$15.00 per strip/cord / per day		
OTHER (please specify) CHARGES AUTHORIZED (please initial ALL applicable boxes) Initial SHIPPING AND HANDLING exhibitor set up		-				
CHARGES AUTHORIZED		_				
SHIPPING AND HANDLING		OTHER (please specify)			er day 	
SHIPPING AND HANDLING		CHARCES AUTHORIZE	TD / places initial ALL applica	abla bayes)		
SHIPPING AND HANDLING exhibitor set up in-coming shipping handling fee A/V powerstrip /extension cord flat screen monitor: 22" monitor 32" monitor 55" monitor on rolling stand OTHER (please specify) TYPE OF CARD: VISA American Express Name / Company Name: Name of Card Holder (as it appears on the card): Credit Card Number: Expiration Date: Reference Number (on back): The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.	Initial	CHARGES AUTHURIZE	(piease initial ALL applic	able boxes)		
exhibitor set up in-coming shipping handling fee \$10.00 per box in-coming shipping handling fee \$10.00 per box in-coming shipping handling fee \$100.00 per pallet AV AV powerstrip /extension cord \$15.00 per strip/cord / per day flat screen monitor: 22" monitor \$75.00 per monitor / per day \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 5125.00 per monitor / p	IIIIIII	SHIPPING AND HAND	LING			
in-coming shipping handling fee show in-coming shipping handling fee shipping feet sh				\$15.00 per set-up / per o	day	
in-coming shipping handling fee \$100.00 per pallet AV powerstrip /extension cord \$15.00 per strip/cord / per day flat screen monitor: 22" monitor \$75.00 per monitor / per day 32" monitor \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day TYPE OF CARD:						
powerstrip / extension cord flat screen monitor: 22" monitor \$75.00 per monitor / per day 32" monitor \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day OTHER (please specify) TYPE OF CARD: VISA Master Card Diners Name / Company Name: Name of Card Holder (as it appears on the card): Credit Card Number: Expiration Date: Reference Number (on back): The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.						
flat screen monitor: 22" monitor \$75.00 per monitor / per day 32" monitor \$125.00 per monitor / per day 55" monitor on rolling stand \$125.00 per monitor / per day OTHER (please specify) TYPE OF CARD: VISA Master Card Discover American Express Diners Name / Company Name: Name of Card Holder (as it appears on the card): Credit Card Number: Expiration Date: Reference Number (on back): The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.		-				
OTHER (please specify) OTHER (please specify) TYPE OF CARD: VISA		- •		\$15.00 per strip/cord / per day		
OTHER (please specify) TYPE OF CARD:		-	22" monitor	\$75.00 per monitor / per	day	
TYPE OF CARD: VISA Master Card Discover American Express Diners Name / Company Name: Name of Card Holder (as it appears on the card): Credit Card Number: Expiration Date: Reference Number (on back): The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.		32" monitor				
TYPE OF CARD: VISA		<u>-</u>	•	\$125.00 per monitor / pe	er day	
American Express Diners Name / Company Name:		OTHER (please specify)				
Name of Card Holder (as it appears on the card): Credit Card Number: Expiration Date: Reference Number (on back): The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.	TYPE OF	CARD:		<u> </u>	☐ Discover	
Credit Card Number:	Name / Co	ompany Name:				
Expiration Date: Reference Number (on back): The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.	Name of C	Card Holder (as it appears	on the card):			
The undersigned hereby authorizes all charges indicated above to be charged to the above credit card. Any balance at the conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.	Credit Car	d Number:				
conclusion of your function will be settled to the above credit card on day of departure. The above charges are not disputable after authorized signature accepts goods and/or services. Please note: your credit card will be charged upon receipt of the authorization.	Expiration	Date:	_Reference Number (on back): _			
Please enclose a photocopy of the front and back sides of your credit card. (For verification only. Copy will not be kept, but	conclusior disputable	n of your function will be after authorized signature	settled to the above credit care accepts goods and/or services.	rd on day of departure. The		
destroyed after verification.)			ont and back sides of your credi	t card. (For verification only.	Copy will not be kept, but	
Card Holder Signature:	Card Hold	er Signature:				
Date:	Date:					



SHIPPING PROCEDURES - INCOMING & OUTGOING

- Please ensure that all items you ship will be properly packed and sealed. The Eldorado Hotel will not take
 responsibility for, or ship any boxes/packages that have not been previously sealed by the sender. Shipping
 materials, including tape, boxes, packing material etc. AND call tags and shipping bills can NOT be supplied.
- The Eldorado Hotel's primary carrier is Federal Express. No pick-ups have to be arranged. There are regular deliveries and pick-ups Monday through Friday. Please note: Fedex does not make **ANY** deliveries or pick-ups on Saturday or Sunday at the Eldorado Hotel.
- Shipments for UPS do not have to be arranged, but both delivery and pick-up is done irregularly, therefor, should you have time sensitive materials, please arrange for your shipment on the date needed. Again, please note: UPS does not make ANY deliveries or pick-ups on Saturday or Sunday.
- All other shipments with other carrier HAVE to be arranged.

INCOMING

- Please arrange shipments to arrive no more than three days prior to the start of the meeting. Again note: Fedex/ UPS does not make week-end deliveries at the Eldorado Hotel & Spa.
- Please inform the conference's CSM manger, Anke Kotler (Direct phone: 505-995-4523) of all oversized or/and special shipments.
- Address the shipments as follows:

Eldorado Hotel and Spa c/o Anke Kotler – CSM Attn: Contacts name US Journal Training 309 W San Francisco St Santa Fe, NM 87501

All arriving shipments will be delivered to the appropriate location by the hotel staff.

OUTGOING

- All boxes MUST be sealed and labeled with a proper carrier label attached. Please ensure that the labels are filled
 are correctly and ALL information is entered completely.
- If there is more than one box outgoing, it will be helpful if they are labeled as a group of items. (i.e. 1/3, 2/3 etc)
- We will be happy to supply you with Fed Ex Air bills. If an alternative carrier is being used, it is the responsibility of the sender to obtain the call tags for shipping.
- The Eldorado Hotel will NOT BE RESPONSIBLE for any items left in the exhibit/display area. At close of the conference, any boxes left unsealed or without proper labels will be discarded.
- Please inform the CSM Anke Kotler or the banquet manager, Matthew Romero of any outgoing shipment other than Fedex prior to leaving the exhibit/display area.

Thank you for your cooperation!

Anke Kotler, Convention Services Manager