



Exhibitor
Audio Visual Requests
Convention Services Service Order

Conference Name: IPMA-HR Southern Region Conference Date: May 17 – 19, 2015

All requests for Audio Visual services must be received at **least 10 days prior to need** and be accompanied by a check or a credit card to cover all charges. If a credit card is used we require a clear copy of the Front and Back of the card before any processing is attempted. If a copy of the card is not provided it could delay any services you might require. A credit card authorization form is attached.

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

- **Extra Power Strips & Extension Cords** (\$20.00 per day) _____
- **Easels for Signage** (\$10.00 per day) _____
- **46” LCD TV/DVD Package** (\$395.00 per day) _____
- **DID (Direct Outside) Phone Line** (\$80.00 per day) _____
DID Also Includes Credit Card Swipe and Fax Line

Payment: Total Charges _____ + \$25.00 Late Fee (See Above) = \$ _____

Note: There will be a 21% Service Fee and 6% tax on the total amount

TOTAL AMOUNT DUE WITH TAX: \$ _____



Audio Visual Requests
Convention Services Service Order
Credit Card Authorization Form

Conference Name: IPMA-HR Southern Region Conference Date: May 17 – 19, 2015

Date: _____

Dear Management:

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to my credit card #

_____ Expiration Date _____.

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

*****Your Credit Card will be processed at the time we receive the information.*****

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

*******A COPY OF THE FRONT AND BACK OF THE CREDIT CARD IS REQUIRED*******

All blanks must be completed before hotel can process authorization.

Please Return To: Melissa Krick
Convention Services Assistant
Hilton Virginia Beach Oceanfront
3001 Atlantic Ave.
Virginia Beach, VA 23451
Phone (757) 213-3455
Fax: (757) 213-3430
Email: melissa_krick@hiltonvb.com