



OK ASBO Fall 2022 Conference
Sept. 29-30, 2022

Embassy Suites by Hilton Norman Hotel & Conference Center
 2501 Conference Drive | Norman, OK | 73160
 405-364-8040

Return directly by fax or email

jennifer.bradford@atriumhospitality.com

405-253-3550 fax

VENDOR INFORMATION

Company Name _____ Table # _____
 Address _____ (if known)
 City, State, Zip _____ Email: _____
 Phone # _____ Fax # _____
 Ordered By (print) _____

RENTAL ORDER

| | | Qty | Advance Price | Floor Order | Total |
|---------------------------------------------------------------------|----------------------------------------------------------|-----|---------------|-------------|-------|
| **Prices quoted are for advance orders received by 9/16/2022 | | | | | |
| **Floor Order pricing includes orders after 9/16/2022 | | | | | |
| Setup | Additional 6' table (includes 1- 6' table) | | \$20.00 | \$40.00 | |
| | Additional Chairs (booth includes 2 chairs) | | \$5.00 | \$10.00 | |
| | Hang Banner (up to 10' long) (if larger, call for price) | | \$45.00 | \$65.00 | |
| | Easel(s) | | \$15.00 | \$20.00 | |
| Electrical | Additional Power Connection (includes (1) Connection) | | \$25.00 | \$35.00 | |
| | Power Strip/Extension Cord | | \$25.00 | \$35.00 | |

AUDIO-VISUAL SERVICES

| | | | | | |
|--------------------------|-------------------------------------------------------------------|--|----------|----------|--|
| Wireless Internet | Additional Wireless Internet Connectivity (includes 1 connection) | | \$25.00 | \$35.00 | |
| Presentation | 55" TV Monitor | | \$200.00 | \$300.00 | |
| | 70" TV Monitor | | \$350.00 | \$450.00 | |
| Audio | Dry Erase Board | | \$50.00 | \$75.00 | |
| | Wired Microphone with Stand | | \$50.00 | \$75.00 | |
| | Wireless Microphone (Hand Held or Lavalier) | | \$175.00 | \$225.00 | |

SHIPPING & RECEIVING

| | | | | |
|------------------------------|--|----------|---|--|
| Boxes Up to 36" x 24" x 24" | | \$5.00 | - | |
| Larger Boxes & Display Cases | | \$10.00 | - | |
| Pallets | | \$150.00 | - | |

Prices above do not include applicable sales tax and 25% service charge

****Boxes/Packages may be sent for arrival a maximum of 48 hours prior to group arrival****

All boxes/packages must be marked with the responsible party's name,

Group name, plus "Hold for Arrival Date of **Monday Sept. 26, 2022**"

| | |
|--------------------|---------------|
| Subtotal | \$0.00 |
| 25% Service Charge | \$0.00 |
| 8.75% Tax | \$0.00 |
| Total | \$0.00 |

A credit card authorization form will be emailed through Sertifi once the order form has been submitted. The client must complete the emailed Credit Card Authorization Form in order to secure the order.

Credit authorization is done separately from this order form to protect your privacy as required by law.

Thank you for your order!

Signature: _____

RENTAL ORDER FORM

Embassy Suites Norman Hotel & Conference Center