



OK ASBO Spring 2024
April 24 - 25, 2024

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

**Prices quoted are for advance orders received by 4/15/24

**Floor Order pricing includes orders after 9/18/23

	Qty	Advance Price	Floor Order	Total
Setup				
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 (Booth Includes 1 Connection)		\$35.00	\$65.00	
Power Strip/Extension Cord		\$25.00	\$35.00	

AUDIO-VISUAL SERVICES

Wireless Internet	Additional Wifi Connection (Booth Includes 1 Connection)		\$50.00	\$125.00	
Presentation	55" TV Monitor		\$250.00	\$300.00	
	70" TV Monitor		\$400.00	\$450.00	
	Dry Erase Board		\$50.00	\$75.00	
Audio	Wired Microphone with Stand		\$100.00	\$150.00	
	Wireless Microphone (Hand Held or Lavalier)		\$225.00	\$325.00	

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, April 15, 2024"

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: _____

Embassy Suites Norman Hotel & Conference Center RENTAL ORDER FORM