



Embassy Suites by Hilton Nashville South Cool Springs
 820 Crescent Centre Drive Franklin TN 37067
 615-515-5151

Return directly by fax or email

Brian.brooks@atriumhospitality.com

VENDOR INFORMATION

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

RENTAL ORDER

| | | Qty | Advance Price | Total |
|-------------------------|--|-----|---------------|-------|
| Setup | Additional 8' table (booth includes 1- 8' table) | | \$20.00 | |
| | Additional Chairs (booth includes 2 chairs) | | \$5.00 | |
| | Hang Banner (up to 10' long) (If larger, call for price) | | \$45.00 | |
| | Easel(s) | | \$15.00 | |
| Floor Covering** | 8' x 10' Visqueen floor covering** | | \$25.00 | |
| | | | | |
| Electrical | 110- Volt Power (up to 10 amps per) with extension cord | 1 | \$30.00 | |
| | 220- Volt Power | | \$150.00 | |
| | 100 amp (single or three phase) | | \$300.00 | |
| | 200 amp (single or three phase) | | \$500.00 | |
| | Power Strip | | \$15.00 | |

AUDIO-VISUAL SERVICES

| | | | | |
|-----------------------|---|--|----------|--|
| Wired Internet | Wireless Internet Connectivity | | \$35.00 | |
| | | | | |
| Presentation | 55" UHD TV Monitor | | \$250.00 | |
| | | | | |
| | Tripod Projection Screen (52" x 92") | | \$75.00 | |
| | 3200 Lumen Laser Short Throw Projector | | \$200.00 | |
| Audio | Dry Erase Board | | \$65.00 | |
| | Wired Microphone with Stand | | \$75.00 | |
| | Wireless Microphone (Hand Held or Lavalier) | | \$125.00 | |
| | 8" Powered Speaker | | \$120.00 | |
| | | | | |

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

| |
|--------|
| \$0.00 |
| \$0.00 |
| \$0.00 |

Visqueen is **required for booths with food, water features, or at venue's discretion.

I hereby authorize the Embassy Suites Hotel to charge my credit card for above ordered items and services. Client must complete and FAX the attached Credit Card Authorization form.

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

Thank you for your order!

RENTAL ORDER FORM

Embassy Suites Nashville South Cool Springs