

Hotel Ballast

301 North Water Street
Wilmington, NC 28401
Phone: (910) 763-5900
Fax: (910) 343-6145

<u>For Hotel Use Only:</u>
Res ID: _____
Date of Function: _____
Sales Contact: _____

VENDOR FORM

If payment or guarantee of your function is being handled by Credit Card, you will complete this information by Sertifi. This information will be kept completely confidential.

Please note, no additional equipment will be added to Vendor booth unless this form is Complete.

Charges Authorized are for a Function on *(Dates)*: _____

Name of Function: _____

Vendor Contact Name: _____

Vendor Company Name: _____

Telephone Number: _____

Email for Receipt: _____

PLEASE INDICATE BELOW EXACTLY WHAT CHARGES ARE TO BE AUTHORIZED TO CREDIT CARD information submitted on Sertifi.

BOOTH AMENITIES:

(All prices are per day and are subject to 22% Service Charge & applicable Sales Tax.

	Wireless Internet	\$100
	High Speed Internet Wired Line	\$75
	Vendor Electric / Power Drop	\$30

SECURITY: Hotel Ballast is not responsible for equipment left in the exhibit space. Security can be arranged with your Sales Manager at the rate of \$25.00 per hour, with a minimum of four (4) hours.

SET UP & BREAK DOWN: Vendors may set up and break down exhibits *only* at the contracted times designated between the meeting planner and hotel for security purposes.

SHIPPING AND RECEIVING: All equipment / materials shipped into and / or out of the Hilton must be off-loaded and / or loaded by the hired shipping company. Hotel staff members will not, move any containers weighing more than 200 pounds into the hotel facilities. All equipment must be shipped for arrival no earlier than three (3) days prior to vendor set up date. All materials / equipment must be delivered between 8:00 am and 4:30 pm Monday through Friday. All materials must be removed from hotel at the end of the event or a storage fees may be incurred. All shipped materials must state conference / group name, contact name, phone number and date of event. Any materials shipped before three (3) days prior to vendor set up date or not picked up within five (5) days after the event conclusion will incur a \$5.00 per day per package fee.