

DoubleTree by Hilton Richmond-Midlothian
1021 Koger Center Blvd., Richmond, VA 23235
Phone: 804-379-3800 Fax: 804-379-2763
RichmondMidlothian.DoubleTree.com

This is an order form for electrical, telephone, and audiovisual needs. The form may be faxed to the attention of "Catering Director, DoubleTree Richmond-Midlothian, (804) 379-0973." The form may be mailed to: Catering Director, c/o the address on the form.

Event Name: *VA Association of Test Directors*

Event Date: *Oct.30-Nov.1, 2013*

Contact Name: _____

Company: _____
(Please Print)

Ph: _____ Fax: _____

Address: _____

City: _____

State/Country: _____ Zip: _____

Date Needed: _____

Booth Number: _____

Hall/Room: _____

Signature: _____
(Authorized Signature)

Accompanying this form, is a check/money order, or charges may be authorized to my credit card. **All items include 5.3% tax and 21 % service charge**

AMEX MC VISA DISCOVER DINERS CLUB

Name on Card: _____

Number: _____

Exp. Date: _____

PRE-SHIPPED ITEMS:

Parcels will be accepted (3) three days prior to event setup date and may be (pre) shipped to:

**Convention Services Department
DoubleTree Richmond-Midlothian
1021 Koger Center Boulevard
Richmond, VA 23235**

Name of Function: _____

Date of Function: _____

Representative on Site: _____

Note: A \$2.00 per parcel charge applies to pre-shipped/pre-stored parcels for handling.

- A Drayage firm should be utilized for individual items in excess of 100 lbs. and/or items requiring special handling.

TELEPHONE/DATA LINE SERVICE:*

(All phone lines are analogue)

Equipment	Number Needed	Price	Total
High-Speed Internet		\$ 31.60	
Data Line		\$ 31.60	

***(Charge is per day"**

ELECTRICAL SERVICE:*

OUTLET ITEM 110 Volts	Quantity	Price	Total
20 Amps		\$44.24	
30 Amps		\$50.56	
Surge Protector		\$25.28	

***(Charge is "per day"**