



DOUBLE TREE
BY HILTON

Richmond-Midlothian

1021 Koger Center Boulevard, Richmond, VA 23235

Phone: 804-379-3800 Fax: 804-379-0973

This is an order form for electrical, telephone, and audiovisual needs. The form may be faxed to the attention of Denise Picciotti, Director of Catering, (804) 379-0973 or mailed to her attention at the hotel's address.

(Please Print)

Event Name: _____

Event Date: _____

Contact Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Ph: _____ Fax: _____

Email: _____

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.**

__AMEX __MC __VISA __DISCOVER __DINERS CLUB

Name on Card: _____

Number: _____

Exp. Date: _____

ELECTRICAL SERVICE:*

OUTLET ITEM 110 Volts	Quantity	Price (Includes Tax)	Total
20 Amps			
30 Amps			
Surge Protector			

*(Charge is "per day")

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 by Hilton 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:*

(Phone lines are analogue)

Equipment	Number Needed	Price (Includes Tax)	Total
High-Speed Internet			
Data Line			
Standard Headset			
Speaker Phone			

*(Charge is a one-time charge for up to (3) days)

AUDIO VISUAL NEEDS*

Item	Quantity	Price (Includes Tax)	Total
Easel Stand with Flipchart Pad & Markers			
DVD with 37" LCD Monitor			
70" x 70" Screen			
Laptop Computer with Windows 7			
Cassette Player/Recorder			
Data Projection System			

*(Charge is "per day") rev. 9/15/2014