



VENDOR TELEPHONE, AV & ELECTRICAL REQUEST FORM

GROUP: Campbell University 2018 Trust Advisors Forum

CSM: Avery Myrick

VENDOR SET-UP DATE: Sunday, February 25, 2018 at 6:00AM

VENDOR TEAR-DOWN DATE: Tuesday, February 27, 2018 at 3:00PM

LOCATION: Cardinal Ballroom

VENDOR NAME: _____ **BOOTH #:** _____

TYPE:	# NEEDED	CHARGE PER DAY + CALLS
TELEPHONE/INTERNET		
House Phone		\$75.00++
HIGH SPEED INTERNET Hard-wired Connection		\$250.00++ per hard-wired line
HIGH SPEED INTERNET with Wireless Router		\$250.00++ per line & \$50.00++ per Router
AV		
20" Computer Monitor		\$175.00 ++
ELECTRIC		ONE TIME CHARGE
Standard 208 Volt Outlet:		
**20 Amp/1 Phase		\$75.00++
**20 Amp/3 Phase		\$75.00++
**30 Amp/1 Phase		\$75.00++
**30 Amp/3 Phase		\$75.00++
**50 Amp/1 Phase		\$75.00++
**50 Amp/3 Phase		\$75.00++
Additional Electrical Services:		
**25ft – 1 outlet extension cord		\$25.00++
**Multiple outlet strip		\$25.00++
		++ = Service Charge + Sales Tax

*Full payment must accompany this form or your order will not be processed. Services are not refundable for no-shows or unused items. Refunds will only be granted outside 14 days.

METHOD OF PAYMENT (CHECKS WILL NOT BE ACCEPTED)

CREDIT CARD:

Card #

Exp.

Security Code:

Cardholder Name:

VENDOR COMPANY NAME:

Address:

Phone:

Authorized Signer:

Date:

Receipt to be sent to: _____

(fax number or email address)

For Credit Card security purposes, please Fax this to:

PINEHURST, LLC

Conference Services

Attn: Ms. Jo Prentiss

Joann.prentiss@pinehurst.com

80 Carolina Vista Drive

Pinehurst, NC 28374

Phone: 910-235-8201

Fax: 910-295-6546

If you have not received a confirmation that we have received your form within 7 days, please call us.