



**SPONSOR TELEPHONE, AV & ELECTRICAL REQUEST FORM**

**GROUP:** Campbell University 2023 Trust Advisors Forum

**CSM:** Avery Myrick

**VENDOR SET-UP DATE:** Saturday, February 25, 2023 at 2:00PM

**VENDOR TEAR-DOWN DATE:** Tuesday, February 28, 2023 at 3:00PM

**LOCATION:** Cardinal Ballroom

**VENDOR NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

TYPE:	# NEEDED	
<b>TELEPHONE/INTERNET</b>		<b>CHARGE PER DAY + CALLS</b>
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
<b>AV</b>		
20" Computer Monitor		\$175.00 ++
<b>ELECTRIC</b>		<b>ONE TIME CHARGE</b>
<b>Standard 208 Volt Outlet:</b>		
**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++
<b>Additional Electrical Services:</b>		
**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: Avery Myrick

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80 Carolina Vista Drive

Pinehurst, NC 28374

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Fax: 910-255-3368

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