



# EMBASSY SUITES

by HILTON™

Nashville SE Murfreesboro

Embassy Suites Nashville SE  
- Murfreesboro  
1200 Conference Center Blvd  
Murfreesboro, TN 37129

## Exhibitor Service Order Form

Our Catering Services Department is here to assist you with your exhibit needs. Please fill out the following 2 forms to ensure proper billing and set-up. If you are shipping materials directly to the Hotel, please use the shipping information on page 3.

Date of Function: \_\_\_\_\_ Event Name: \_\_\_\_\_

Booth: \_\_\_\_\_ Number of Days: \_\_\_\_\_

### Contact Information:

Guest Name: \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*All charges/rentals are calculated per day– 24% service charge and 9.75% sales tax will be added to all orders**

### Electrical Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	Dedicated / Additional Dedicated 110V 15A Circuit	\$35.00	\$50.00		
	Custom Power Connection	** Please Call (615) 216-5425 For Pricing **			
	AC Extension Cord	\$15.00	\$20.00		
	AC Outlet Strip	\$15.00	\$20.00		
	Additional Electrical Services	** Please Call (615) 216-5425 For Pricing **			

**Service connection for power and lights only; no other use authorized.  
Wall outlets and/or power columns are not part of the rental space, and are not for exhibitor use.**

### Internet Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	Additional Wireless Internet Connection	\$10.00	\$15.00		
	Wired High Speed Data Connection	\$75.00	\$100.00		
	Static I.P. Address with Splash Page Bypass	\$75.00	\$100.00		

### AV Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	21" LCD Display	\$75.00	\$100.00		
	42" LCD Screen with Floor Stand	\$200.00	\$300.00		
	55" LCD Screen with Floor Stand	\$250.00	\$350.00		
	Laptop Audio – D.I., Mixer & 8" Powered Speaker	\$195.00	\$225.00		
	5500 Lumen LCD Projector with 6' Screen	\$425.00	\$475.00		

**\* Additional items available by request. Call (615) 216-5425 for information.**

### Shipping:

# Ordered	Description	Advance Order	Floor Order	Total Amount
	1 – Box Receipt and Storage - up to 36" x 24" x 24"	\$10.00	\$10.00	
	1 – Box Receipt and Storage - Larger boxes / display cases	\$25	\$25	
	Prior to 72 Hours of Event Start (Additional)	\$5.00	\$5.00	
	1 – Pallet/Package +250 lbs. Receipt and Storage	\$100.00	\$100.00	
	Prior to 72 Hours of Event Start (Additional)	\$50.00	\$50.00	

Special Instructions: \_\_\_\_\_

Order Authorized By: \_\_\_\_\_  
Signature Department

**\*All charges/rentals are calculated per day – 24% service charge and 9.75% sales tax will be added to all orders\***

Please return or fax completed form to the **Accounting Office**  
1200 Conference Center Boulevard, Murfreesboro, TN 37129 Fax: 615-216-5440



CREDIT CARD AUTHORIZATION  
FOR  
**Embassy Suite Murfreesboro**  
**1200 Conference Center Blvd.**  
**Murfreesboro, TN 37130**  
Phone (615) 890-4464, Fax (615) 216-5440

**HOTEL USE ONLY**  
Please bill credit card  
for final payment on  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
in the amount of

**GUEST/GROUP/COMPANY NAME:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

I, \_\_\_\_\_ request that the below credit card be used for the stated function (s) or guest room (s) to be held at the **INSERT HOTEL NAME**. I state that I am the primary card holder or an authorized for the credit card account and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

\_\_\_\_\_ For deposit in the amount of \$\_\_\_\_\_ to be applied to the above event(s).

\_\_\_\_\_ For payments in full for the above events not to exceed \$\_\_\_\_\_.

\_\_\_\_\_ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

\_\_\_\_\_ Guest Room & Tax

\_\_\_\_\_ Parking

\_\_\_\_\_ Incidentals

\_\_\_\_\_ Meeting Room Rental

\_\_\_\_\_ Meeting Food & Beverage

\_\_\_\_\_ Other (Please notate)  
\_\_\_\_\_

Type of Credit Card \_\_\_\_\_ Today's Date \_\_\_\_\_

Name on Card (Please Print) \_\_\_\_\_

**Last 4 Digits** of Credit Card Number (full number will be requested via phone) \_\_\_\_\_ Exp. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Contact Ph# \_\_\_\_\_

**Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:**

**THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.**



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## Package Shipment Information

**\*\* Please See Page 1 “Exhibitor Service Order Form” for Shipping Charges\*\***

All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:

**EMBASSY SUITES NASHVILLE SE MURFREESBORO**

***GROUP OR SHOW NAME***

***ATTENTION: Registered Guest Name/Group On-Site Contact and Group Arrival Date***

**1200 CONFERENCE CENTER BOULEVARD**

**MURFREESBORO, TN 37129**

**Multiple boxes/containers should each be marked as follows:**

“(Box number) of (total number shipped).” For example: Box 1 of 2, Box 2 of 2

### Shipping Policies:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will only accept shipments on the preceding three (3) days before the event (see Exhibitor Order Form for pricing on earlier delivery).
- 3) Upon receipt of the Exhibitor Order Form, listing amount of boxes and/or pallets, hotel will provide delivery to the event location on the date of setup.  
Group Representatives/Exhibitors will sign for all shipments and are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show, the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. **Client must set up pickup with designated shipping vendor.**
- 6) Hotel cannot accept any C.O.D. shipments.

### Incoming Shipping Charges:

(Charge includes receiving, storage & handling)

**\*\* Please See Page 1 “Exhibitor Service Order Form” for Shipping Charges\*\***