



## Vendor Order Form for Exhibit Hall

### Product

Exhibitors are responsible for bringing their own materials to assist in display. Fees may apply for any additional items requested.

### Loading/Set-Up/Breakdown

Load-in is at the back entrance of the DeSoto. Do not load/unload equipment through the main entrance at the front. Check with your group contact regarding specific set-up and breakdown times. For Shipping Information please see The DeSoto Shipping Instructions.

### Power & Audio Visual

ITEM	COST	QTY
Standard Power 120/V20 AMP (Bring Your Own Equipment)	\$25.00 per day	
Standard Power 120/V20 AMP (Power Strip Provided by Inspire)	\$30.00 per day	
Extension Cord	\$15.00 per day	
32" Plasma	\$150.00 per day	
55" Plasma	\$450.00 per day	

25% Service charge and 7% GA Sales Tax will be added (Subject to Change)

Setup Date: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Onsite Contact Name: \_\_\_\_\_

Onsite Contact Phone Number: \_\_\_\_\_

### Payment

Email Address above will be sent a secure link to our Credit Card Authorization Form. If you would like to provide an alternate address, please notate it in the email when sending this form. Fees must be paid in advance. Any day of orders are subject to an additional \$50++ late fee.

Email Completed Form To:

[Sales@TheDeSotoSavannah.Com](mailto:Sales@TheDeSotoSavannah.Com)