

Vendor Order Form

Name of Event: _____ **Booth#** _____
Company Name: _____ **Phone** _____ **Fax** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Authorized By: _____ **Title:** _____ **Date:** _____

	Advanced Orders	Floor Orders	Qty.	Total \$
Individual Items				
6' X 18" Rectangular Table	\$10.00	\$15.00		
6' X 30" Rectangular Table	\$10.00	\$15.00		
Chair	\$3.00	\$4.00		
Table Covering	\$15.00	\$20.00		
Skirting	\$15.00	\$20.00		
Waste Receptacle, Office	\$5.00	\$10.00		
Waste Receptacle, 32gal	\$15.00	\$20.00		
Electrical Order				
110 V 20 amps (2,200 watts)	\$55.00	\$110.00		
Phone Line	\$75.00	\$150.00		
Wireless Internet- COMPLIMENTARY	\$0	\$0		
GRAND TOTAL				

*****Any additional equipment requirements need to be addressed with HOLIDAY INN HOTEL & CONVENTION CENTER Sales Office, 708-342-5485.**

Remit payment to:
 Holiday Inn Select, 18501 S. Harlem Avenue, Tinley Park, IL 60477
 Phone (708) 444-1100 Fax (708) 342-6221

Methods of Payments: Check or Money Orders (payable to: Holiday Inn Select)
Credit Cards: MasterCard American Express Discover Visa

Credit Card Number: _____ Expiration Date: _____

Authorized Signature _____

****Please photo copy credit card and send it with your order**

Payment must be received at least 5 business days prior to event otherwise on floor pricing will be charged.

Conditions & Safety Regulations

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without house electrician.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by the Holiday Inn Select personnel for this service order shall remain the Holiday Inn Selects property and shall be removed only by Holiday Inn Select.
5. All prices subject to change without notice.
6. Damage to Holiday Inn Select equipment will be assessed & billed accordingly.