



Please return complete form to: Sales and Catering Coordinator
 8000 Fins Up Circle
 Kissimmee, FL 34747
 Email: Deirdre.Parks@margaritavilleresortorlando.com
 Phone: 407-564-8086
 Fax: 407-479-0999

EXHIBITOR SERVICE ORDER FORM

Convention Name	
Exhibitor Company Name	
Name of Exhibitor On-Site	
Function Dates	

*****Please note that fully completed, signed Order Forms must be returned two weeks prior to event*****

FRIEGHT/SHIPPING:

PLEASE READ

Trucks/Commercial Vehicles are **not permitted** to enter prior to 8:00 am or after 5:00 pm. Please schedule deliveries accordingly unless special arrangements have been agreed upon by the hotel.

All pallet or large boxes over 75 lbs must be delivered to the loading dock located on the east side of the resort. Event managers **must** receive the time and date of scheduled delivery and pick up.

Bill of lading forms for delivery and pick up must be properly attached for the hotel to receive shipments as well as allow for shipment pick up.

All deliveries are required to load/unload from the **loading dock**. MRO **does** have a standard loading dock.

Address box as follows:

Name and Date of Conference

8000 Fins Up Circle

Kissimmee, FL 34747

Hold For: "Exhibitor Company Name & Company Name"

There is a \$10 per box handling fee.	# Boxes Received:	
Exhibits and larger boxes/pallets exceeding 50 pounds will incur an additional fee.		
51-200lbs - \$25/box	# Boxes Received:	
201-500lbs - \$75 box / pallet	# Boxes Received:	
501-1000lbs - \$125 box/pallet	# Boxes Received:	

The Client is responsible for shipping materials, merchandise, exhibits or any other item to and from the Hotel. The client is also responsible for any construction or striking of their exhibits. Boxes will be received no earlier than 4 (four) days prior to your event. Approximate number of packages must be given 3 days prior to first arrival. If no information is given in the above section, the boxes will be charged accordingly upon their delivery to the hotel.

Delivery Date:		Delivery Time:	
Strike Date:		Strike Time:	

Electrical:

All extension cords or power strips to be ordered through PSAV at a cost of \$15.00 per strip.

All extension cords, bulbs, furniture and linens are property of the Margaritaville Resort Orlando and may not be taken from the premises. PSAV can be contacted at Deirdre.Parks@margaritavilleresortorlando.com.

DID Telephone extensions available with prior notice. One-time \$140.00 charge.	# of lines required:	
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Internet Lines:

The Margaritaville Resort Orlando has basic wireless (WiFi) capability and is complimentary.

Hard Line internet access is available for \$300.00 per line for exhibitors

Other: (please specify)	
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X

Authorized Signature

X

Date



8000 Fins Up Circle Kissimmee, FL 34747
407-564-8086 (Hotel) 855-995-9099 (Reservations)
407-564-8086 (Sales) 407-479-0999 (Sales Fax)

CREDIT CARD AUTHORIZATION

_____ I hereby agree that any and all charges incurred for my scheduled function at the Margaritaville Resort Orlando will be charged to my credit card as shown below.

_____ Please apply a non-refundable deposit of _____ to the credit card below to secure my function on a definite basis.

I hereby agree that I am responsible for payment of all charges incurred at Margaritaville Resort Orlando in connection with my event. To ensure payment, I authorize Margaritaville Resort Orlando to bill my credit card in the event payment in full is not made on the day agreed.

We require a copy of the credit card, front and back, as well as a copy of a government issued photo ID. Please include this with your fax or email scan.

Type of Card: _____ Exp. Date: _____ CVV Code: _____

Credit Card Number: _____

Name as Imprinted on Card: _____

Authorized Signature(s): _____

Group Name _____

Date: _____ Daytime Phone: _____

Signature

Print name

Please complete this form and return it to the Hotel Sales & Catering Office.
This form will be kept on file and all information is confidential.