



1300 Pennsylvania Avenue, NW Washington, DC 20004  
**EXHIBITOR SERVICE ORDER FORM**  
 PLEASE FAX TO (202) 312-1310 or EMAIL TO bbumgarner@ITCDC.COM

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_  
 Form Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_ Booth Number: \_\_\_\_\_ RRB Contact: \_\_\_\_\_

Item #	Quantity	ELECTRICAL DESCRIPTION	RATES	TOTAL
1		20 AMP 110V (Standard) outlet / dedicated - <b>without</b> power strip	\$110.00	
2		20 AMP 110V (Standard) outlet / dedicated - <b>with</b> power strip	\$150.00	
<b>TOTAL</b>				\$

NOTE: 5.75% sales tax will be added to all rental charges. Rate is a onetime fee. Please include a diagram of booth if needed.

Item #	Quantity	INTERNET SERVICE	TOTAL CONNECTIONS (USERS) NEEDED	RATE	TOTAL
1		Hardwire Internet - Plan A up to 5 users		\$425.00	
2		Hardwire Internet - Plan B from 6 - 20 users		\$1,500.00	
3		Static IP Address		\$200.00	
<b>TOTAL</b>					\$

NOTE: 8.75% sales tax will be added to all rental charges. Rate is for up to 5 days. Please inform your event planning manager if you require internet for more than 5 days. One network hub is included in price.

**CREDIT CARD INFORMATION**

Credit Card Type: \_\_\_\_\_ Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_  
 (Attach a legible copy of front and back or imprint)

Cardholder's Name: \_\_\_\_\_  
 (As it appears on card. Please print)

I hereby authorize the International Trade Center to apply appropriate charges for event services to this credit card.

\_\_\_\_\_  
 Cardholder's Signature \_\_\_\_\_  
 Date

If you are tax exempt, please check and attach your tax exempt document(s). Federal   
 State

Contact your event planning manager at 202-312-1300 to confirm order