

EXHIBITOR SERVICES FORM

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

Please complete the form below to order onsite services for your exhibit booth. Email the completed form to pjohnson@rrbitc.com at least 72 business hours prior to the event date. Onsite requests will require additional fees and might not be able to be accommodated.

EVENT INFORMATION:

Name of Event: _____ Date of Event: _____
Exhibiting Company: _____ Company Contact: _____
Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
On-Site Contact: _____ Booth Number: _____ RRB Contact: _____

ELECTRICAL SERVICES

Item #	Quantity	Description	Rate	Total
1		20 AMP 110V (Standard) Outlet / dedicated	\$150.00	
SPECIAL REQUEST				
			6% SALES TAX	
			TOTAL	

NOTE: Rates noted above are a one-time fee. Please include a diagram of booth if needed. Special requests may require additional fees.

INTERNET SERVICES

Item #	Quantity	Description	Rate	Total
1		WiFi for up to 50 devices	\$1,000.00	
2		Hardwire Internet 1 - 5 lines	\$625.00	
3		Hardwire Internet 6 - 20 lines	\$2,000.00	
4		Static IP Address	\$200.00	
SPECIAL REQUEST				
			8.75% SALES TAX	
			TOTAL	

NOTE: Rates noted above are for up to 3 days. Please inform your event planning manager if you require internet for more than 3 days. One network hub is included in the rates. Special requests may require additional fees.

PAYMENT INFORMATION:

All exhibitor services require 100% full pre-payment. For security purposes, we do not collect credit card information directly. Once completed services form is received, the exhibitor will receive a secure payment link via email to enter credit card information. If the billing contact for services needed is different from the one mentioned in the above section. Please complete the information below.

Billing Contact: _____ Email: _____ Phone: _____

If you are tax exempt, please check the box that applies and attached your tax exempt document(s).

Federal: State: