



## 2019 EXHIBITOR ORDER FORM

All rates subject to change without notice.

Exhibitor/Organization:	Name of Event:
Address:	Date(s):
City, State , Zip:	Booth Number:
On Site Contact:	Function Room:
E-Mail:	Setup Time:
Telephone:                      Fax:	Teardown Time:

### ELECTRICAL SERVICES

Quantity	Item	Price
	Power Strip (5 Outlets, Up to 15 Amps)	\$85 (includes labor)
	Extension Cord (1 Outlet, Up to 15 Amps)	\$50 (includes labor)
	20 Amp Service ( 1 Outlet, Up to 20 Amps)	\$200 (includes labor)

*\*\*If you require more power than listed, please contact Josh Garcia, Director of Event Technology – PSAV at [joshua\\_garcia@psav.com](mailto:joshua_garcia@psav.com) with your needs for pricing\*\**

Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

### Package Shipping Information

Please contact the Security Office with any questions at (213)-232-8859 or [securitas.indigo@gmail.com](mailto:securitas.indigo@gmail.com)

#### **Shipping Information:**

Any boxes shipped to the hotel must be clearly labeled in the format below.

**Hold for: (Guest Name) (Guest Cell Phone)**  
**c/o Security Office at Hotel Indigo Los Angeles Downtown**  
**899 Francisco Street, Los Angeles, CA 90017**  
**(Convention/Conference/Group/Event Name)**

#### **Inbound:**

All packages shipped directly to the Hotel will be received by the Security Office and will incur handling charges based on the scale listed below. Packages should arrive no sooner than 2 days prior to the start of the event. Storage fees will be assessed on packages stored more than 5 days.

#### **Outbound:**

All outbound packages must have a completed carrier labels to each package. Hotel will be able to store boxes at no charge for three days after the event. Otherwise the \$10.00 per box per day fee will be assessed. Outbound Packages to be picked up by a third party courier should be coordinated in advance with Catering Manager/Convention Service Manager. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation cost.

#### **Package Handling Fees**

**\$5.00 per box under 25lbs**

**\$25.00 per box for 25-50lbs**

**\$35.00 per box over 50lbs**

**Pallets are assessed at the rate of \$150.00 per pallet**

This letter of agreement confirms that the Hotel Indigo Los Angeles Downtown has authorization to place charges incurred for any/all of the above requested service(s) to the credit card below:

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Cardholder Name exactly as it appears on Card: \_\_\_\_\_

Billing address (as it appears on statement): \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

**For your protection, forms should not be e-mailed, mailed or faxed to any other number than those listed above.**