



1300 Pennsylvania Avenue, NW Washington, DC 20004

**EXHIBITOR SERVICE ORDER FORM**

PLEASE EMAIL TO [bcallahan@ITCDC.COM](mailto:bcallahan@ITCDC.COM)

|                        |                      |  |
|------------------------|----------------------|--|
| Name of Event: _____   | Date of Event: _____ | Exhibiting Company: _____                        |
| Email: _____           | Phone: _____         |  |
| Address: _____         | City: _____          | State: _____ Zip: _____                          |
| On-Site Contact: _____ | Booth Number: _____  | RRB/TCMA Contact: <b><u>Brianna Callahan</u></b> |

| Quantity     | ELECTRICAL DESCRIPTION                                       | RATES    | TOTAL     |
|--------------|--|----------|-----------|
|              | 20 AMP 110V (Standard) outlet / dedicated - with power strip | \$150.00 |           |
| <b>TOTAL</b> |  |          | <b>\$</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            |          | Wi-Fi for 1 to 50 users          |                                  | \$1,000.00 |       |
| 2            |          | Hardwire Internet - 1 to 5 users |                                  | \$625.00   |       |
| 3            |          | Hardwire Internet - 6 - 20 users |                                  | \$2,000.00 |       |
| 4            |          | Static IP Address                |                                  | \$200.00   |       |
| <b>TOTAL</b> |          |                                  |                                  | <b>\$</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: _____<br>(Attach a legible copy of front and back or imprint) |               |
| Cardholder's Name: _____<br>(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.  |               |
| _____<br>Cardholder's Signature   | _____<br>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