



Exhibitor
Shipping/Receiving Requests
Convention Services/Catering Service Order

Virginia Association of School Business Officials

May 11-13, 2008

All requests for utility service must be received by Convention Services at **least 10 days prior to need** and be accompanied by a check or a credit card to cover all charges. If a credit card is used we require a clear copy of the Front and Back of the card before any processing is attempted. If a copy of the card is not provided it could delay any services you might require.

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

Shipping & Receiving

The Hotel requires that arrangements for delivery of packages be made through the Convention Services Department. Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from Hotel. Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at Hotel. Any alternate arrangements are to be approved by Hotel Representative. Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC). Any materials being sent to the Hotel must include the following information:

- Hold for Arrival – Attn: (Guest's Name and Organization Name)
- Complete return address
- Hilton representative's name
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held
- Address package to hotel as follows:

Hilton Virginia Beach Oceanfront, 3001 Atlantic Ave., Virginia Beach, VA 23451

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs. \$3.00 per item
- 21 to 99 lbs. \$10.00 per item
- 100+ lbs. \$20.00 per item
- Palette \$50.00 per palette

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group's Hotel representative for details. Due to limited storage space, additional storage charges will be applied to packages stored more than three (3) business days.

Payment: Total Charges _____ + \$25.00 Late Fee (See Above) = \$ _____

Note: There will be a 5% tax on the total amount Plus Tax (5%)

TOTAL AMOUNT DUE WITH TAX: \$ _____

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Date: _____

Dear Management:

I, the undersigned, authorize The Hilton Virginia Beach Oceanfront Hotel, to charge the below amount to my credit card #

_____ Expiration Date _____.

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

*****Please return this form along with a photocopy of the front and back of your credit card.*****

*****Your Credit Card will be processed at the time we receive the information.*****

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

Please Return To: Laura Gehm
Catering and Convention Services Assistant
Hilton Virginia Beach Oceanfront
3001 Atlantic Ave.
Virginia Beach, VA 23451
Phone (757) 213-3454
Fax: (757) 213-3430