

1300 Pennsylvania Avenue, NW Washington, DC 20004

EXHIBITOR SERVICE ORDER FORM

PLEASE EMAIL TO CBATTISTA@ITCDC.COM

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

Quantity	ELECTRICAL DESCRIPTION	RATES	TOTAL
	20 AMP 110V (Standard) outlet / dedicated - with power strip	\$150.00	
TOTAL			\$

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	
TOTAL				\$	

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