



## **IMAGE 2011 EXHIBITOR INFORMATION**

**Below is a list of all Equipment the Hotel will be Providing Complimentary for Each 10x10 Space:**

- (1) 8 Foot Table – Clothed in Champagne Linen and Skirted in Black
- (2) Chairs
- (1) Wastebasket
- (1) Power Strip & Extension Cord Per Booth with Standard Power
- Handling(receipt, storage, delivery & pick-up to the exhibit space) of all boxes and crates – (See Below for Additional Shipping Instructions)
- Cleaning of Exhibit Space at Conclusion of Exhibit Show (See Below for Hotel Policies Regarding Damage)

**\*\*Additional Items for Your Booth will be Provided at an Additional Cost to the Individual Vendor (Image is not Responsible for ANY Exhibit Charges)**

**\*\*\*In Order to Request Additional Items – You Must Complete the Form Below and return to Julie Heaney via email and [Jheaney@chaparralsuites.com](mailto:Jheaney@chaparralsuites.com) or you may fax it to my attention at (480) – 949-1065 along with the Attached Credit Card Authorization Form for Guarantee and Payment for these Items. You may contact me directly at 480-421-5521.**

**\*\*\*\*ALL Vendors Must Submit Valid Credit Card Authorization Form for Payment Prior to June 6, 2011 to Ensure Your Requests will be Met!**

**\*\*\*\*Additional Items Can Be Added on Site with a Valid Credit Card Authorization Form on File.**

**- SEE NEXT PAGE -**



**Additional Booth Requirements:**

\_\_\_\_\_ **8 Foot Table @ \$25.00 Each**

\_\_\_\_\_ **Additional Power Strips with Standard Power @ \$10.00 Each**

\_\_\_\_\_ **Additional Extension Cords for Standard Power @ \$7.50 Each**

\_\_\_\_\_ **Easels @ \$15.00 Each**

\_\_\_\_\_ **Standard Phone Line @ \$50.00 Per Day**

\_\_\_\_\_ **T-1 Lines (High Speed Internet Connection) @ \$150.00 Per Day**

\_\_\_\_\_ **Additional Power ( ie: Quad Boxes) – Available – Price To Be Determined by Electric Company**

\*All Above Items Subject to 8.95 % Sales Tax

**Audio Visual Equipment:**

\_\_\_\_\_ **8 Foot Screen @ \$50.00 Each**

\_\_\_\_\_ **TV/VCR Package @ \$200.00**

\_\_\_\_\_ **Flipchart with Markers @ \$45.00 Each**

\_\_\_\_\_ **Overhead Projector @ \$70.00 Each**

\_\_\_\_\_ **LCD Projector @ \$700.00 Each**

\_\_\_\_\_ **VCR @ \$60.00 Each**

**\*\*Additional AV Items Available Upon Request – Please Contact Julie Heaney Directly to Make Arrangements and For Price Quote**

**\*\*\*NOTE: Wireless Internet is Available in the Ballroom Complimentary**

\*All Audio Visual Equipment is Subject to 8.95 % Sales Tax and 22% Service Charge



### **Additional Hotel Policies:**

- The Exhibitor will be responsible for any and all damages to the premises and/or equipment caused by it or its employees during the time the function rooms are used by Patron or its invitees. The Hotel is not responsible for damage or loss to any merchandise or articles brought upon the Property by the Exhibitor or their invitees. The Use of Nails, Staples, Tape, Glue and/or Tacks are not permitted on Walls, Ceilings or Woodwork.
- Chaparral Suites Hotel does not allow any Food or Beverage to be brought on to the premises by Anyone

### **Shipping Information:**

Due to limited storage space, exhibit materials should be shipped to arrive no more than (4) days prior to the Exhibit Show. To ensure prompt delivery of your materials, please label packages accordingly:

Your Name/Company Name  
IMAGE 2011  
June 7, 2011  
Attn: Julie Heaney  
Chaparral Suites Resort – Scottsdale  
5001 North Scottsdale Road  
Scottsdale, AZ 85250

**\*\*NOTE: All Exhibitors Shipping Items on Pallets & or Items Over 150 Pounds MUST Supply Lift Gate Delivery.**

**\*All Boxes will be Delivered to the Ballroom by 7am on June 7, 2011**

### **Return Shipping Instructions:**

- All Packages Must Sealed by the Guest and Labeled at End of Show. Hotel Staff to Store and Arrange Pick Up for Boxes and Crates.
- \* There is No Drayage Charge for Delivery or Moving of All Boxes. Gratuities are not included.



Catering Sales Manager: \_\_\_\_\_

# Credit Card Authorization

Group Name: \_\_\_\_\_

Dates: \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
authorize Chaparral Suites Resort Scottsdale to use my credit card for **guarantee and payment** of the following charges for the group meeting as noted above:

- |       |                                     |       |                            |
|-------|-------------------------------------|-------|----------------------------|
| _____ | Guarantee and Payment of Room & Tax | _____ | Fax, Shipping, Photocopies |
| _____ | Guaranteed 1st Night Room & Tax     | _____ | Incidentals                |
| _____ | Restaurant                          | _____ | Local Calls                |
| _____ | Catering (Food & Beverage)          | _____ | Long Distance Calls        |
| _____ | Meeting Room Charges                | _____ | Golf _____                 |
| _____ | AV Equipment                        | _____ | Deposit _____              |
|       |                                     | _____ | Other _____                |

VISA / MASTER CARD / AMERICAN EXPRESS / DISCOVER / DINERS CLUB / JCB (Please circle one)

**Please send a photo copy of the front and back of the credit card with this authorization.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Credit Card Holder

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

**CREDIT DEPARTMENT**  
**Telephone: (480) 949-1414, ext. 1521**  
**Fax: (480) 949-1065**