



Exhibitor Information/Order Packet

Conference Name: Psychiatric Society of Virginia

Dates: Friday, September 24, 2021 - Sunday, September 26, 2021

All requests for utility service must be received by the Catering Manager at **least 10 days prior to show date** and must be accompanied by credit card authorization to cover all charges. Any requests received outside of 10 days prior to the show date will incur a \$25.00 late request fee

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

Electrical Services*	Cost Per Day			
	# of Days	Cost	Total	Location
Number of Days will cover the length of the entire show and set up day				
25' AC Cord w/ Power Strip (5 Amp)	_____	\$25.00++	_____	_____
25' AC Cord w/ Power Strip (10 Amp)	_____	\$35.00++	_____	_____
25' AC Cord w/ Power Strip (20 Amp)	_____	\$50.00++	_____	_____

***If you are unclear the Amp service needed, please consult the Hotel Audio Visual Department.**

Audio-Visual Services	Cost Per Day			
	# of Days	Cost	Total	Location
Wired Internet Line 5 up/5 down	_____	\$100.00++	_____	_____
Wired Internet Line 10 up/10 down	_____	\$200.00++	_____	_____
6' Tripod Screen w/ Bottom Black Skirt	_____	\$75.00++	_____	_____
Epson 4500 Lumen Projector	_____	\$300.00++	_____	_____
32" Monitor w/ Table Stand	_____	\$100.00++	_____	_____
55" Monitor w/ Rolling Cart	_____	\$200.00++	_____	_____
Show Dell Laptop	_____	\$125.00++	_____	_____
Black Poster Easel	_____	\$25.00++	_____	_____

Telecommunication Services	Cost Per Day			
	# of Days	Cost	Total	Location
Analog Phone Line	_____	\$100.00++	_____	_____

Catering Services

*****\$50 MINIMUM FOR ALL ORDERS*****

	Cost	Total	Location
PASTRIES*			
Assorted Mini Muffins	<u>\$24.00++</u>	_____	_____
Assorted Breakfast Pastries	<u>\$24.00++</u>	_____	_____
Toasted Bagels with Creamery Butter & Cream Cheese	<u>\$24.00++</u>	_____	_____
Coffee Cake: Banana, Blueberry, Strawberry	<u>\$24.00++</u>	_____	_____
 SNACKS*			
Assorted French Macarons	<u>\$36.00++</u>	_____	_____
Brownies	<u>\$24.00++</u>	_____	_____
Assorted Cookies	<u>\$24.00++</u>	_____	_____
Chocolate Dipped Strawberries	<u>\$36.00++</u>	_____	_____
Soft Pretzels	<u>\$36.00++</u>	_____	_____
Whole Fresh Fruit	<u>\$18.00++</u>	_____	_____
Assorted Candy Bars	<u>\$36.00++</u>	_____	_____
Individual Bags of Route 11 Chips	<u>\$24.00++</u>	_____	_____
Assorted Nutra Grain Granola Bar	<u>\$24.00++</u>	_____	_____
Potato Chips, Pretzels or Mixed Nuts	<u>\$24.00++</u>	_____	_____
Individual Bags of Fresh Popped Popcorn	<u>\$24.00++</u>	_____	_____
 BEVERAGES			
Coke Products	<u>\$3.50++</u>	_____	_____
Individual Bottled Assorted Juices	<u>\$4.00++</u>	_____	_____
Red Bull	<u>\$5.00++</u>	_____	_____
Sugar-Free Red Bull	<u>\$5.00++</u>	_____	_____
Logo Bottled Water	<u>\$3.50++</u>	_____	_____
Segafredo Regular Coffee**	<u>\$60.00++</u>	_____	_____
Segafredo Decaffeinated Coffee**	<u>\$60.00++</u>	_____	_____
Assorted Hot Teas**	<u>\$60.00++</u>	_____	_____
Lemonade**	<u>\$44.00++</u>	_____	_____
Iced Tea**	<u>\$40.00++</u>	_____	_____

***Priced per dozen**

****Priced per gallon**

Other items available upon request. Please contact Hotel directly

Food & Beverage Sampling Fee	Cost Per Day			
	# of Days	Cost	Total	Location
Food Product Samples (Max. 2 oz)	_____	<u>\$50.00++</u>	_____	_____
Non-Alcoholic Beverage Samples (Max. 4oz)	_____	<u>\$50.00++</u>	_____	_____
Food Product Samples (Full Size)	_____	<u>\$150.00++</u>	_____	_____
Non-Alcoholic Beverage Samples (Full Size)	_____	<u>\$150.00++</u>	_____	_____

****If interested in purchasing food & beverage from The Main, reference Catering Service section**

Cleaning Services	Cost Per Day			
	# of Days	Cost	Total	Location
Waste Removal	_____	<u>\$20.00++</u>	_____	_____
Booth Carpet Cleaning	_____	<u>\$30.00++</u>	_____	_____

Shipping & Receiving - The Hotel does NOT accept delivery of exhibitor booths/crates. Please contact the decorator or show management to coordinate.

Hotel will not accept delivery of any items more than three (3) business days prior to conference. Limited storage options may be available upon request. Please contact Catering Sales Manager for pricing and availability.

Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, 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).

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.

Cancellation Policy for Electrical Services:

If you wish to cancel, cancellation notice must be received by E-Mail, at least 5 business days in advance. If you cancel within 5 business days, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hotel to incur any expense or liability in advance. This will be billed at regular or quoted cost.

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

Note: There will be a 24% Service Charge and Applicable State Taxes on the on the total amount due. Some products/services may require additional labor fees.



Credit Card Authorization

Conference Name: Psychiatric Society of Virginia
Dates: Friday, September 24, 2021 - Sunday, September 26, 2021

Date: _____

Dear Management:

I, the undersigned, authorize the Hilton Norfolk The Main, to charge the below amount to my credit card

_____ Expiration Date _____.

TOTAL AMOUNT DUE: \$ _____ **will be calculated by Hotel*

Company Name: _____

Please return this form completed
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:
Sales and Catering Offices
Attention Melanie Bowman
Hilton Norfolk The Main
100 East Main Street
Norfolk, VA 23510
Phone (757) 763-6262
Fax: (757) 763-6299
Email: melanie.bowman@themainnorfolk.com