



800 Spring Street, NW
Atlanta, Georgia 30308

EXHIBITOR ORDER FORM

Exhibitor Company Name: _____

QTY	EQUIPMENT NEEDED	DAYS NEEDED	TOTAL
	Hard-Wired Internet Line @ \$100 per day, per line		
	6-Outlet Power Strip @ \$25++ per strip, per day		
	GRAND TOTAL		

PACKAGE HANDLING (Please Choose One)

I am shipping _____ box(es) via FedEx UPS to the Georgia Tech Hotel and Conference Center. I understand the cost to be \$10.00 per box up to 70lbs. and \$20.00 per box over 70lbs. Delivered to and picked up from my exhibit table. (Charges are based on roundtrip delivery)

OR

I am using (Name of Drayage Freight Company) _____ to have all my materials sent to the conference. This company will be responsible for delivering to and picking up from the exhibit table.

**A \$6 pickup fee per box will be added to all outbound FedEx shipments and a \$8 pickup fee per box will be added to all outbound UPS shipments.*

Address incoming boxes as follows:

Mr./Ms. Contact Name
ABC Exhibitor Company Name (if applicable)
c/o SAME JETS 2022
Georgia Tech Hotel & Conference Center
800 Spring Street, NW
Atlanta, GA 30308
Attention: Kelley Shaffer, Conference Planning Manager

CREDIT CARD AUTHORIZATION

Authorized Signature: _____

Printed Name: _____

(Must be signed by person whose name appears on the credit card)

Credit Card Type (Please Indicate which card):

American Express Discover
 Master Card VISA

Credit Card #: _____

Expiration Date: _____

Georgia Tech Hotel and Conference Center has my permission to use my credit card for the above-initialed purpose(s). I understand that this form constitutes a legally binding contract and that by affixing my signature to this form I will be held responsible for all agreed upon charges, any and all collection, and legal fees. This form is only valid after sufficient authorization has been obtained by the cardholder's institution.

***NOTE: A legible copy of the front and back of the above mentioned signed credit card must accompany this form to be accepted.**

Return completed form to Kelley Shaffer – Kelley.shaffer@gatechhotel.com