

SEA TRAIL RESORT AND CONFERENCE CENTER ELECTRICAL SERVICE ORDER FORM

Information and Instructions

- 1) Please type or print.
- 2) All equipment regardless of source of power must comply with all Federal, State and Local codes.
- 3) All extension cords must be of the three wire grounded type.
- 4) All equipment must be properly tagged and wired with complete information as to type of current, amperage, voltage, phase, cycle, horsepower, etc..
- 5) All materials furnished by the Sea Trail Resort for this service order shall remain the property of Sea Trail Resort at the close of the show.
- 6) Rates quoted cover only the bringing of service to the booth in the most convenient manner and does not include connecting of equipment or special wiring.
- 7) Advance orders must be received in a minimum of 14 days prior to the Exhibitor's arrival for setup.
- 8) Fax: 910-287-1181 or e-mail: Jhumphries@seatrail.com
- 9) Make remittance payable to: Sea Trail Golf Resort and Conference Center
Shipping Address: 75A Clubhouse Road
Sunset Beach, NC 28468
Attn: Conference Services

Will you require work in booth beyond normal connections? ___ No ___ Yes (Please call directly for labor quotes).

What type/quantity of equipment is being displayed within booth: (i.e. PC, Monitor, Refrigeration)

ELECTRICAL OR TELEPHONE/DATA SERVICE (WATTS=VOLTAGE X AMPS)	Advance Payment	Same Day Payment	Number of Outlets/Amps	Total Cost
High Speed Internet	\$50.00	N/A		\$
<ul style="list-style-type: none"> Clear and dedicated lines must be ordered 30 days in advance due to Atlantic Telephone Policy. Long distance bill will be forwarded upon receipt within 30 days. 				
Single Phase, 120V, per 10 Amps	\$50.00	\$70.00		\$
Single Phase, 220V, per 10 Amps	\$75.00	\$100.00		\$
Three Phase Power, per 10 Amps	\$250.00	n/a		\$
POWERSTRIP	\$15.00	\$25.00		\$
LIGHT/HEAVY DUTY EXTENSION CORD (s)	N/A	\$25.00**		\$
** It is recommended exhibitors bring their own extension cords, as rental supply is limited.				
Total \$				

Please specify "Point of Contact" for technical questions concerning your equipment needs.

Name: _____ Phone Number: _____

Company: _____ E-mail: _____

Event: _____ Date: _____

City: _____ State: _____ Zip: _____

Authorized by: _____ Title: _____

Credit Card Type (i.e. Amex, MC, Visa, etc.) _____

Name: _____ Credit Card #: _____

Exp.: _____ Sec. Code # _____

Check, Money Order or Credit Card information must accompany order.



Exhibitor Fact Sheet

Sea Trail Golf Resort & Conference Center looks forward to hosting your upcoming trade show. In order to assure you a successful show, the following guidelines have been established. Please feel free to call our Conference Services Department at 910-287-1115 should you need further assistance.

1. Because Sea Trail Golf Resort & Conference Center does not have adequate facilities to receive and store exhibit materials, the Exhibitor should contact the following drayage company for information on charges and billing arrangements for inbound/outbound freight.

Convention Makers

Phone 843-828-0828

Fax 843-828-4232

Pipe, Drape, Drayage

Shipping Address

5702-B S. Kings Highway

Myrtle Beach, SC 29577

Arrangements must also be made for pickup of outbound freight. In the event materials need to be picked-up on a weekend and none of the above companies are available, please make alternate arrangements.

IN THE EVENT MATERIALS ARE SENT TO SEA TRAIL GOLF RESORT & CONFERENCE CENTER WITHOUT PRIOR APPROVAL OF THE CONFERENCE SERVICES DIRECTOR, THE RECEIVING DEPARTMENT AT SEA TRAIL RESORT WILL REFUSE SHIPMENT AND THE MATERIALS WILL BE RETURNED TO SENDER

2. An Electrical Service Order form must be filled out by each Exhibitor and sent to the Conference Services Director. This form is mandatory and must be received 21 days prior to arrival.

Please note: There is a \$25.00 rental charge for use of extension cords.

3. Audio-Visual equipment is available through Audio Visual Services/Coastal.
Phone 910-395-0045 – Fax 910-395-0121
4. Sea Trail Resort's lease agreement with our Pro Shops preclude the sale of items which may be purchased in their shops. Items being sold directly to convention attendees during an Exhibit Show must have prior approval.
5. If a clear and dedicated line is needed, the Exhibitor must contact the Conference Services Director 30 days prior due to Atlantic Telephone's policy. Current prices are \$180.00 per line plus phone charges. A valid credit card number must be included in all orders.