



**Hilton Miami Airport**

**Name of Conference NOAA**

**Conference Date 12/8-12/12**

**VENDOR ORDER FORM**

Company Name: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Assigned Table Number: \_\_\_\_\_

**SHIPMENT INFORMATION:**

There is a \$50 flat fee for the Hilton to receive shipments, deliver boxes to your booth and pickup for return shipping.

Number of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Shipping Company: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:**

	<u>Quantity</u>	<u>Description</u>	<u>Cost</u>	<u>Total</u>
Electrical	_____	_____	\$15.00	\$ _____
Power Strip	_____	_____	\$15.00 / each	\$ _____
Tables	_____	_____	\$55.00 /each	\$ _____
Hang Banner	_____	_____	\$15.00	\$ _____
Handling Fee				\$ 50.00
<b>Total Due:</b>				\$ _____

**BILLING INFORMATION:**

I authorize the Hilton Miami Airport to charge my credit card for the items selected above:

MC / VISA / AMEX \_\_\_\_\_ Exp \_\_\_\_\_

Circle One \_\_\_\_\_ Card Number \_\_\_\_\_

Cardholders Name (Print) \_\_\_\_\_ Cardholders Signature \_\_\_\_\_ Date \_\_\_\_\_

Cardholders Billing Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**FAX TO CHERRYL LYONS BEFORE December 1, 2008**  
**FAX 305-265-3885**