



**EMBASSY  
SUITES**  
by HILTON™

Nashville SE Murfreesboro

Embassy Suites Nashville SE- Murfreesboro  
1200 Conference Center Blvd  
Murfreesboro, TN 37129

Please return completed form to  
[orders.mbtcs@atriumhospitality.com](mailto:orders.mbtcs@atriumhospitality.com)

## Exhibitor Service Order Form

Our Catering Services Department is here to assist you with your exhibit needs. Please fill out the following form to ensure proper billing and set-up.  
If you are shipping materials directly to the Hotel, please use the shipping information on page 3

Note: Forms must be filled out completely and legibly in order to be processed. Orders that cannot be processed may be subject to On-Site pricing  
\*All charges/rentals are calculated per day- 25% service charge and 9.75% sales tax will be added to all orders.

Date of Function:	_____	Event Name:	_____
Booth:	_____	Number of Days:	_____
Guest Name:	_____	Company:	_____
Street Address:	_____	City, State, Zip Code:	_____
Telephone Number:	_____	Email Address:	_____

All charges/rentals are calculated per day- 25% service charge and 9.75% sales tax will be added to all orders.

### Electrical Service:

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	Dedicated/ Additional Dedicated 110V 15A Circuit	\$40	\$50		
	Custom Power Connection	Please call for pricing			
	AC Extension Cord	\$15	\$20		
	AC Outlet Strip	\$15	\$20		
	Additional Electrical Services	Please call for pricing			

Wall outlets and/or power columns are not part of the rental space and are not for exhibitor use

### Internet Service

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	Additional Wireless Internet Connection	\$12	\$20		
	Wire High Speed Data Connectoin	\$75	\$100		
	Spash Page Bypass	\$125	\$150		

Additional items available by request

### AV Service

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	21" LCD Display	\$85	\$120		
	42" LCD Screen with Floor Stand	\$250	\$350		
	55" LCD Screen with Floor Stand	\$300	\$400		
	Laptop Audio - D.I., Mixer & 8" Powered Speaker	235	300		
	5500 Lumen LCD Projector with 6' Screen	500	600		

Additional items available by request.

### Shipping:

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	1 - Box Receipt and Storage - up to 36" x 24" x 24"	\$85	\$120		
	1- Box Receipt and Storage- Larger Boxes / Display Cases	\$250	\$350		
	Prior to 72 Hours of Event Start (Additional)	\$300	\$400		
	1- Pallet/Package +50 lbs. Receipt and Storage				
	Prior to 72 Hours of Event Start (Additional)				

Special Instructions \_\_\_\_\_

Order Authorized by: \_\_\_\_\_  
Signature Department

All Charges/rentals are calculated per day - 25% service charge and 9.75% sales tax will be added to all orders  
Please return completed form to [orders.mbtcs@atriumhospitality.com](mailto:orders.mbtcs@atriumhospitality.com)



CREDIT CARD AUTHORIZATION  
FOR  
**Embassy Suite Murfreesboro**  
**1200 Conference Center Blvd.**  
**Murfreesboro, TN 37130**  
Phone (615) 890-4464, Fax (615) 216-5440

**HOTEL USE ONLY**

Please bill credit card

for final payment on

\_\_\_\_/\_\_\_\_/\_\_\_\_

in the amount of

**GUEST/GROUP/COMPANY NAME:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

I, \_\_\_\_\_ request that the below credit card be used for the stated function (s) or guest room (s) to be held at the **INSERT HOTEL NAME**. I state that I am the primary card holder or an authorized for the credit card account and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

\_\_\_\_\_ For deposit in the amount of \$\_\_\_\_\_ to be applied to the above event(s).

\_\_\_\_\_ For payments in full for the above events not to exceed \$\_\_\_\_\_.

\_\_\_\_\_ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

\_\_\_\_\_ Guest Room & Tax

\_\_\_\_\_ Parking

\_\_\_\_\_ Incidentals

\_\_\_\_\_ Meeting Room Rental

\_\_\_\_\_ Meeting Food & Beverage

\_\_\_\_\_ Other (Please notate)

Type of Credit Card \_\_\_\_\_ Today's Date \_\_\_\_\_

Name on Card (Please Print) \_\_\_\_\_

**Last 4 Digits** of Credit Card Number (full number will be requested via phone) \_\_\_\_\_ Exp. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Contact Ph# \_\_\_\_\_

**Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:**

**THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.**



## Package Shipment Information

**\*\* Please See Page 1 “Exhibitor Service Order Form” for Shipping Charges\*\***

**All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:**

**EMBASSY SUITES NASHVILLE SE MURFREESBORO**

***GROUP OR SHOW NAME***

***ATTENTION: Registered Guest Name/Group On-Site Contact and Group Arrival Date***

**1200 CONFERENCE CENTER BOULEVARD**

**MURFREESBORO, TN 37129**

**Multiple boxes/containers should each be marked as follows:**

**“(Box number) of (total number shipped).” For example: Box 1 of 2, Box 2 of 2**

### **Shipping Policies:**

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will only accept shipments on the preceding three (3) days before the event (see Exhibitor Order Form for pricing on earlier delivery).
- 3) Upon receipt of the Exhibitor Order Form, listing amount of boxes and/or pallets, hotel will provide delivery to the event location on the date of setup.  
Group Representatives/Exhibitors will sign for all shipments and are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show, the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. **Client must set up pickup with designated shipping vendor.**
- 6) Hotel cannot accept any C.O.D. shipments.

### **Incoming Shipping Charges:**

(Charge includes receiving, storage & handling)

**\*\* Please See Page 1 “Exhibitor Service Order Form” for Shipping Charges\*\***