



## Vendor Request Form

**Return to:** DoubleTree by Hilton Williamsburg Catering Department  
 50 Kingsmill Road Williamsburg, VA 23185  
 Hotel: (757) 220-2500 ext: 7755 Fax: (757) 253-0541 [Samantha.Smith@interstatehotels.com](mailto:Samantha.Smith@interstatehotels.com)

	<b>Event Name:</b> _____ <b>Event Date::</b> _____ <b>to</b> _____ <b>Dates Equipment Needed:</b> _____ <b>to</b> _____ <b>Booth No:</b> _____			
OUTLET ITEM	NUMBER OF DAYS NEEDED	NUMBER NEEDED (per day)	PRICE	COST
110 Volt Each/ 10 Amp Standard Outlet (1) Plug-In			\$50 per Day (plus tax and service charge)	
220 Volt Each/20 Amp Standard Outlet (1) Plug-In			\$150 per Day (plus tax and service charge)	
Power Strips			\$15.00 per Day (plus tax and service charge)	
Extension Cords			\$10.00 each per Day (plus tax and service charge)	
Phone Line			\$60.00 per Day (plus tax and service charge)	
Wireless Internet Connection			\$50.00 per connection per day (plus tax)	
Wired Internet connection			\$50.00 per connection per day plus \$150 one time labor fee (plus tax and service charge)	
Boxes & Deliveries to hotel <i>All boxes must include name of event, name of person on property responsible for delivery and date of event. All boxes &amp; weights must be listed on the line below along with payment information. Boxes not listed will be turned away without the above information</i>		List number of Boxes & weight for each box on line provided below	Boxes 49lbs and lighter will be stored at \$5.00 per box, per day. Boxes 50lbs and over will be stored at \$15.00 per box per day.  <b>**Guests are responsible for transport of all materials. Hotel does not have a hand truck to move large items.</b>	
<b>Grand Total</b>			<b>TO BE COMPLETED BY CATERING</b>	

**BOXES AND WEIGHTS:** \_\_\_\_\_  
**\*All charges are exclusive of all applicable tax (currently 10%) and a taxable service charge of 22%.**  
 Additional Requests: \_\_\_\_\_

Vendor Request Forms must be received by the DoubleTree minimum of (14) days prior to your conference, order forms received within 14 days of the event will be subject to addition charges and based on availability. Order forms must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final. We will not guarantee service on late requests; less than 72 business hours. There will be (without exception), a **\$100.00** service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional **\$200.00** for service. Also, a minimum **\$200.00** service fee will be applied to any equipment requiring on-site wiring.

**Special Notice:** (Limited Supplies - First Come, First Serve)

- Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager
- All electrical equipment must have Underwriter's Laboratory seal
- The hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted
- No spring type-clamp spot fixtures or holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord
- Guest and event attendees are responsible for arranging pick-up times for their outgoing packages, please call either of these numbers to schedule.

**UPS 1-800-742-5877 or Fed-Ex 1-800-463-3339**

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Today's Date:** \_\_\_\_\_ **Cardholder Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Please E-mail Receipt To:** \_\_\_\_\_  
**Last Four Digits for Credit Card #:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_  
 (Hotel will call the phone number provided for entire credit card number for charging.)