



# Vendor Purchase Form



333 S. John Q Hammons Pkwy  
Springfield, MO 65807

ATTN: Sales Department

To receive Pre-Show Rate, orders and full payment must be postmarked 14 days prior to first scheduled event date

Hotel Contact:

Hannah Wylie, Sales & Events Service Manager  
417-522-1144

Return Form To:

Hannah.Wylie@atriumphospitality.com

Event Name: \_\_\_\_\_  
Exhibiting Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
State: \_\_\_\_\_  
Email: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Exhibit Dates: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_












































































Service Description	Quantity	Pre Show Rate	Show Rate	Total
<b>120 Volt (Standard Electric)</b>				
500 - 1000 Watts (10 Amp)		\$ 50.00	\$ 100.00	
1001-2000 Watts		\$ 75.00	\$ 125.00	
<b>208 Volt Single Phase (Basic Installation / Removal Labor Included)</b>				
20 Amps		\$ 125.00	\$ 250.00	
30 Amp		\$ 150.00	\$ 300.00	
60 Amp		\$ 175.00	\$ 525.00	
100 Amp		\$ 200.00	\$ 400.00	
<b>208 Volt Three Phase (Basic Installation / Removal Labor Included)</b>				
20 Amps		\$ 150.00	\$ 300.00	
30 Amp		\$ 175.00	\$ 350.00	
60 Amp		\$ 200.00	\$ 500.00	
100 Amp		\$ 250.00	\$ 750.00	
<b>Electric Accessory Rental</b>				
25 ft. Grounded Extension Cord		\$ 15.00	\$ 30.00	
6 Outlet Power Strip		\$ 5.00	\$ 15.00	

ATTN: Upon submitting this form, a Sertifi Electronic Payment link will be sent to the email listed at the top of the form to secure a credit card method of payment.

Payment is required to secure the requested services.

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Please be aware that we have a limited supply of receptacles, and some may not be available. Mark which one is your requested receptacle, and we will reach out to confirm.

125/ 250V	10										
				10-20R	10-20P	10-30R	10-30P	10-50R	10-50P		
3Ø 250V	11										
		11-15R	11-15P	11-20R	11-20P	11-30R	11-30P	11-50R	11-50P		
125/ 250V	14										
		14-15R	14-15P	14-20R	14-20P	14-30R	14-30P	14-50R	14-50P	14-60R	14-60P
3Ø 250V	15										
		15-15R	15-15P	15-20R	15-20P	15-30R	15-30P	15-50R	15-50P	15-60R	15-60P
3Ø Y 120/208V	18										
		18-15R	18-15P	18-20R	18-20P	18-30R	18-30P	18-50R	18-50P	18-60R	18-60P
125 V	1										
		1-15R	1-15P								
250V	2										
			2-15P	2-20R	2-20P	2-30R	2-30P				
125V	5										
		5-15R	5-15P	5-20R	5-20P	5-30R	5-30P	5-50R	5-50P		
250V	6										
		6-15R	6-15P	6-20R	6-20P	6-30R	6-30P	6-50R	6-50P		
277V, A.C.	7										
		7-15R	7-15P	7-20R	7-20P	7-30R	7-30P	7-50R	7-50P		

Shipping & Receiving			
Total Shipping Weight	Quantity	Cost	Total
Up to 20lbs		\$ 20.00	
21 - 50lbs		\$ 40.00	
51 - 100lbs		\$ 100.00	
Greater Than 100lbs		\$ 175.00	
Pallet Shipment		\$ 200.00	
Storage Fee (based on date of receiving)		\$ 30.00	

Weights listed above apply per shipment.

**Storage Fees**

University Plaza / Springfield Expo Center will receive and store shipments up to 48 hours prior to the event and no addition cost. Any shipment received prior to this time will be charged a Storage Fee of **\$30.00 per 100 lbs per day**. All weights will be rounded up to the next 100lb increment.

**Shipping Information**

To ensure proper receiving of materials, please complete shipping labels according to your events venue:

**University Plaza Hotel & Convention  
Center**

Name of Event: Hold for Arrival on [Date]  
 Exhibitor or Company Name, Booth #  
 University Plaza Hotel  
 333 John Q Hammons Pkwy  
 Springfield MO, 65806

It is the responsibility of the exhibitor to make arrangements for exhibit materials to be shipped out. Exhibitors must complete the following:

1. Pack all materials
2. Complete paperwork / bill of landing and provide copies to venue staff.
3. Move materials to shipping area designated by venue staff.
4. Arrange pick-up with courier company within 48 hours after event.

All shipments must be pre-paid. Any materials not picked up after 48 hours will be shipped at the expense of the exhibitor plus storage fees & service charges.

# Terms & Conditions

## Payment

Payment in full must be received at least fourteen (14) days prior to the first scheduled event date. Orders received less than fourteen (14) days in advance or without full payment will NOT receive the advanced rate. Unpaid orders will not be installed.

Any additions or changes to orders, advance or on-site, will require payment in full before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

## Cancellation Policy

14+ days before Event:	75% of total rental fees
7 - 14 days before Event:	40% of total rental fees
7 or fewer days before Event	Non-Refundable

## Rates & Labor

1. Rates listed cover supplying vendor booths with service. These rates do not include connection of Vendor equipment to the supplied service.
2. Special placement or relocation of service will incur labor charge.
3. On-Site orders are limited to available supply and cannot be guaranteed
4. All prices are based on current rate and are subject to change.

## Installation, Disconnection, & Use of Service

1. Electric service is 120-Volt AC Single Phase 60 cycle or 209-Volt one phase & 208 Volt three phase 60 cycle. 277/480-Volt three phase service is limited by availability. Please contact Sales & Catering Department to inquire about service availability.
2. All provided equipment shall remain on premises and only be disconnected by staff members. Standard wall, column, or permanent building outlets are not part of Exhibit Booth Services and are not to be used without the consent of Event Manager.
3. Exhibitors will be held responsible for damages to equipment during rental period & any resulting costs for repair. Rental period is to begin upon installation until disconnection.
4. Exhibitor equipment must be tagged with complete information about voltage, amperage, phase, frequency, etc. Any exposed non-current carrying metal parts of equipment must be grounded.
5. All equipment must comply with Federal, State, and Local safety codes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_