

Property Operations Service Request Form

Group:	
Date of Request:	
Vendor:	
Booth #:	

Only fill highlighted portions

Please Email the completed form to Destin.Gautier@sbmg.com

Power Show Date:	# Needed	Regular Price	Day of Event Price	Total
120 Volts Outlet 15 AMP with Extension Cord and Power Strip		\$40.00 p/day	\$80.00 p/day	

Miscellaneous Date to be installed: Date to be removed:	# Needed	Regular Price	Day of Event Price	Total
50" LCD Monitor 60" LCD Monitor		\$350.00 p/day \$550.00 p/day	\$450.00 p/day \$650.00 p/day	
Hard Wired Internet		\$100.00 p/day	\$200.00 p/day	
Easels		\$25.00 p/day	\$50.00 p/day	
Flipchart Package with Markers Wireless Internet		\$55.00 p/day \$20.00 p/day	\$110.00 p/day \$30.00 p/day	

Banner Date to be installed: Date to be removed:	# Needed	Regular Price	Day of Event Price	Total
Banner Hanging Fee \$50 each banner		\$50.00	\$100.00	

Extra Labor Charges if applicable	\$45.00	\$75.00	Total
These charges must be paid 3 days prior to event.	\$50.00	\$100.00	

* 24% service Service Charge and 10% Sales Tax will be added *

Request call for CC information

Billing Info:

Type of Card:		Mastercard	American Express	Discover		
Credit Card Nu	mber: _					Expiration Date:/
Name on Card	:				Address:	
Authorized Sig	nature:					

Cancellations received within 48 hours of scheduled delivery or "no shows" are subject to cancellation fee equal to the full amount of order.