

Holiday Inn SELECT

Koger South Conference Center
1021 Koger Center Blvd., Richmond, VA 23235
Phone: 804-379-3800 Fax: 804-379-0973

This is an order form for telephone and audiovisual needs. The form may be faxed to the attention of "Catering Director, Holiday Inn Select/Koger South Conference Center, (804) 379-0973." The form may be mailed to: Catering Director, c/o the address on the form.

Event Name: Virginia School Counselor Association

Event Date: Wednesday, March 29, 2006 Through Friday, March 31, 2006

Contact Name: _____

Company: _____
(Please Print)

Ph: _____ Fax: _____

Address: _____

City: _____

State/Country: _____ Zip: _____

Date Needed: _____

Booth Number: _____

Hall/Room: _____

Signature: _____
(Authorized Signature)

Accompanying this form, is a check/money order, or charges may be authorized to my credit card. All items are taxable at 5%.

AMEX MC VISA DISCOVER DINERS CLUB

Name on Card: _____

Number: _____

Exp. Date: _____

ELECTRICAL SERVICE:

Electrical services have been paid for by VSCA

PRE-SHIPPED ITEMS:

Parcels will be accepted (3) three days prior to event setup date and may be (pre) shipped to:

Convention Services Department
Holiday Inn Select/Koger South Conference Center
1021 Koger Center Boulevard
Richmond, VA 23235

Name of Function: _____

Date of Function: _____

Representative on Site: _____

Note: A \$2.00 per parcel charge applies to pre-shipped/pre-stored parcels for handling.

- A Drayage firm should be utilized for individual items in excess of 100 lbs. and/or items requiring special handling.

TELEPHONE/DATA LINE SERVICE:*

(All phone lines are analogue)

Equipment	Number Needed	Price	Total
High-Speed Internet		\$60.00	
Data Line		\$35.00	
Standard Headset		\$30.00	
Speaker Phone		\$50.00	

*(Charge is one-time charge for up to (3) days)

AUDIO VISUAL NEEDS*

Item	Quantity	Price	Total
35mm Telex Caramate "Tabletop" Projector		\$50.00	
1/2" VHS/VCR with 31" Monitor		\$140.00	
6' x 6' Screen		\$35.00	
35mm Carousel with Wireless Remote		\$35.00	
Cassette Player/Recorder		\$45.00	
Data Projection System		\$375.00	