



Vendor Order Form for

All Charges include 23% taxable service charge and 8.975% tax

Shipping/Receiving/Package Handling Procedures:

1. All packages must be clearly addressed and labeled as follows:

Chateau on the Lake

(Company/Booth Name AND Vendor's Name who will be on-site)
415 North State Highway 265
Branson, MO 65616

2. A \$20 per day fee is applied to each package that is stored for more than 3 business days.

3. All packages larger than 100 pounds or arriving on a pallet must be cleared in advance with the Chateau on the Lake staff members in order for storage arrangements to be made.

4. There will be handling fees for the hotel to receive your materials and deliver them to your booth.

Weight	Handling Fee
0-100 lbs	\$48.00
100-200 lbs	\$96.00

*Add \$48 for each additional 100 lbs

5. For Out-Bound Shipping, please affix a completed shipping label to each package and leave it at your booth to be taken by Chateau on the Lake Staff to the carrier.

*ELECTRICAL ITEMS

Item	Advance Order	Amount	Floor Order	Amount
120 V AC – 20 amp	<input type="checkbox"/>	\$110	<input type="checkbox"/>	\$160
208 Volt AC – 50 amp	<input type="checkbox"/>	\$300	<input type="checkbox"/>	\$350
(single phase) – 100 amp	<input type="checkbox"/>	\$500	<input type="checkbox"/>	\$550
(three phase) – 200 amp	<input type="checkbox"/>	\$600	<input type="checkbox"/>	\$650
Extension Cord (each)	<input type="checkbox"/>	\$ 20	<input type="checkbox"/>	\$ 25
Power Strip (each)	<input type="checkbox"/>	\$ 20	<input type="checkbox"/>	\$ 25
*Pricing per cord/strip				

EXHIBIT ITEMS

Item	Advance Order	Amount	Floor Order	Amount
Additional 8' Table	<input type="checkbox"/>	\$ 40	<input type="checkbox"/>	\$ 50
High Boy Table	<input type="checkbox"/>	\$ 40	<input type="checkbox"/>	\$ 50
Bar Stools	<input type="checkbox"/>	\$ 40	<input type="checkbox"/>	\$ 50
Internet Connection (5 mb)				
Hard Line	<input type="checkbox"/>	\$200	<input type="checkbox"/>	\$275
Wireless	<input type="checkbox"/>	\$165	<input type="checkbox"/>	\$200
Credit Card Line	<input type="checkbox"/>	\$110	<input type="checkbox"/>	\$150
Easel	<input type="checkbox"/>	\$10	<input type="checkbox"/>	\$20
55" LCD Monitor (On Stand)	<input type="checkbox"/>	\$300	<input type="checkbox"/>	\$350

MISCELLANEOUS ITEMS

Item	Amount
Genie Lift w/ Waiver	
Half Day	<input type="checkbox"/> \$150
Full Day	<input type="checkbox"/> \$325
Banner Hanging	<input type="checkbox"/> \$ 40 (depending on size)
Boxes Shipped to Hotel (0-100 lbs)	<input type="checkbox"/> \$ 48
Boxes Shipped to Hotel (100+ lbs)	<input type="checkbox"/> - add \$48 for each 100 lbs

*Note: All electrical services must be ordered within seven (7) working days of the event or they will be considered a Floor Order.

Name of Conference:		Date of Conference:	
Your Firm Name		Booth Number	
Address		City	State Zip
Please Indicate the Method of Payment:			
<input type="checkbox"/> Credit Card via Online Payment Link (Sertifi) – will be sent to you from Chateau on the Lake upon receipt of your form.	<input type="checkbox"/> Pre-payment (check) Date paid: _____ Check #: _____		<input type="checkbox"/> Guest Room Charge: _____ (confirmation #)
Authorized to Sign:	Signature:		Today's Date
Phone:	Fax:	Email:	

All above information to be completed for order to be sent. ***This form will also be your receipt***

Please return the completed forms or email all special requests, delivery notices or questions to:

megan.mitchell@atriumhospitality.com

FAX 417-332-1045