



# ELECTRICAL/MISCELLANEOUS SERVICES ORDER FORM

Check Event Location:  Benton Convention Center  Marriott Winston Salem

Please complete and return to Twin City Quarter; 425 N. Cherry Street; Winston-Salem, NC 27101  
**ALL ORDERS** must be received 14 days prior to move-in to receive the advance price.

*For questions, please contact our Event Planning Department, 336.397.3600.*

**ATTENTION: Megan Hancock**

**SEND TO: [megan.hancock@twincityquarter.com](mailto:megan.hancock@twincityquarter.com)**

## PRICES ARE GUARANTEED 90 DAYS PRIOR TO EVENT

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	110V/20-amp Elec. Outlet	60.00	85.00	
<b>COMPLIMENTARY WIFI IS OFFERED</b>				
			<b>Total Cost</b>	

We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power.

**Method of Payment:**

\_\_\_\_\_ Credit Card

\_\_\_\_\_ Check Amount\*

(\*Made Payable to Hospitality Venture Management - Benton LLC for the Benton Convention Center)  
 (\*Made Payable to RB Winston Salem, LLC for the Marriott Winston Salem)

\_\_\_\_\_ Visa    \_\_\_\_\_ Master Card    \_\_\_\_\_ American Express

**\*\*REQUIRED\*\*** Email: \_\_\_\_\_

Card # \_\_\_\_\_

CID \_\_\_\_\_

\_\_\_\_\_  
 Cardholder's Signature

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

**Payment Policy:** 100% advance payment or credit card information must accompany your order prior to move-in day to qualify for advance prices. All orders received without payment or ordered at the show will charge at the floor price. All payments for floor orders must be made at the time of the request.

Name of Convention/Show: \_\_\_\_\_

Date of Convention/Show: \_\_\_\_\_

Name of Company: \_\_\_\_\_

**\*\*REQUIRED\*\*** Telephone #: \_\_\_\_\_

Booth No. (If known): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_