



VENDOR TELEPHONE, AV & ELECTRICAL REQUEST FORM

GROUP: Campbell University 2025 Trust Advisors Forum

CSM: Avery Myrick

VENDOR SET-UP DATE: Saturday, February 22, 2025 at 2:00PM

VENDOR TEAR-DOWN DATE: Tuesday, February 25, 2025 at 10AM

LOCATION: Cardinal Ballroom

VENDOR NAME: _____

BOOTH #: _____

TYPE:	# NEEDED	CHARGE PER DAY + CALLS
TELEPHONE/INTERNET		
House Phone		\$75.00++
HIGH SPEED INTERNET Hard-wired Connection		\$250.00++ per hard-wired line
HIGH SPEED INTERNET with Wireless Router		\$250.00++ per line & \$50.00++ per Router
AV		
20" Computer Monitor		\$175.00 ++
ELECTRIC		ONE TIME CHARGE
Standard 208 Volt Outlet:		
**20 Amp/1 Phase		\$75.00++
**20 Amp/3 Phase		\$75.00++
**30 Amp/1 Phase		\$75.00++
**30 Amp/3 Phase		\$75.00++
**50 Amp/1 Phase		\$75.00++
**50 Amp/3 Phase		\$75.00++
Additional Electrical Services:		
**25ft – 1 outlet extension cord		\$25.00++
**Multiple outlet strip		\$25.00++
		++ = Service Charge + Sales Tax

*Full payment must accompany this form or your order will not be processed. Services are not refundable for no-shows or unused items. Refunds will only be granted outside 14 days.

METHOD OF PAYMENT (CHECKS WILL NOT BE ACCEPTED)

CREDIT CARD:

Card #

Exp.

Security Code:

Cardholder Name:

VENDOR COMPANY NAME:

Address:

Phone:

Authorized Signer:

Date:

Receipt to be sent to: _____
(Email address)

For Credit Card security purposes, please send this to:

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If you have not received a confirmation that we have received your form within 7 days, please call us.