

FALL 2018 CONFERENCE

EXHIBITOR SERVICE ORDER FORM



**Maryland
Criminal
Justice
Association**

www.MdCJA.com



Fontainebleau Hotel

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

ELECTRIC: All power for exhibits is 110 volt, single phase.

EXHIBIT MATERIAL STORAGE: The Hotel does not accept exhibit materials delivered sooner than one week prior to the convention date. No freight deliveries accepted to or from hotel unless **THERE IS A LIFTGATE ON THE TRUCK AND APPROPRIATE MANPOWER** is sent to remove/replace deliveries on the truck. Arrangements to be made with the Director of

Purchasing at least twenty-four (24) hours prior to return on materials.

OTHER REQUIREMENTS: If there are any unique requirements for exhibit space, please contact the Hotel Catering Manager

EXHIBIT SERVICE CHARGES: UNITS SVC FEE

EXTENSION CORD
\$30.00 per cord _____ \$ _____

STORAGE/DELIVERY CHARGES
\$20.00 per box _____ \$ _____

(ADDITIONAL CHARGE FOR ITEMS OVER 25 LBS.)

TOTAL AMOUNT DUE \$ _____

SPECIAL NOTICE: No nails, bracing wires, tacks, staples or tape used in constructing displays may be attached to walls, floors or ceiling. All property damaged or destroyed by Exhibitors must be replaced to original condition by the Exhibitor at the Exhibitor's expense. All exhibit items must be brought up on the freight elevator only. No retail jewelry booths can be permitted to display at exhibit shows since there is a retail jewelry store on the Hotel premises. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

**WHEN SHIPPING BOXES OR DISPLAY CASES TO THE HOTEL:
SHIPPING LABELS REQUIRE NAME OF RECIPIENT, NAME OF
COMPANY AND NAME OF CONVENTION GROUP**

Please Print

Company Name of Exhibitor

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Numbers:

Business (____) _____

Home (____) _____

Fax (____) _____

E-mail _____

AUTHORIZATION:

Please reserve the services indicated

SIGNATURE: _____

DATE:

Prepayment must be sent for service and mailed directly to:
Catering Manager

IF PAYING BY CREDIT CARD:

Credit Card Number:

Security Number (back of credit card)

Expiration Date: _____

Name of Cardholder (print clearly):

Signature: _____

Cardholder Phone Number:

OR MAKE CHECKS PAYABLE TO:

Clarion Resort Fontainebleau Hotel
10100 Coastal Highway
Ocean City, MD 21842
410-524-3535 or 800-638-2100
FAX: 410-524-4907



Fontainebleau
Hotel

10100 Coastal Highway
Ocean City, MD 21842
410-524-3535 or 800-638-2100
Fax 410-524-4907

DIRECTIONS FOR SHIPPING AND RETURNING OF EXHIBIT ITEMS

SHIPPING LABELS—Require Name of Recipient, Name of Company or Organization, and Name of Convention Group.

Exhibit Items sent by Trucking Companies require complete Bill of Lading with Name of Shipper and receipt MUST include

Address (PO Box Numbers are NOT acceptable for shipping via Truck, UPS or Federal Express)

Return Shipping via Federal Express and UPS require full Name, Address, and Telephone Number. Prepayment is required for return shipping. There will be no direct billing extended for exhibit items.



MCJA
fosters professionalism and provides opportunities
for career development within the field of Criminal Justice