



AUDIO/VISUAL & SHIPPING INFORMATION FORM

Please return completed form NO later than Friday, March 26, 2010 to:

Barbara Steele - Conference Services
Kiawah Island Golf Resort
One Sanctuary Beach Drive
Kiawah Island, SC 29455
Phone: 843-768-2766, Fax: 843-768-2736
Barbara_Steele@kiawahresort.com

CONFERENCE NAME: 2010 SSRF Annual Meeting

EXHIBITOR NAME/COMPANY: _____

FUNCTION DATES: April 8-10, 2010

**Please note: Completed, signed Order Forms must be returned (2) weeks prior to event to be serviced.*

POWER CORDS

QTY. COST

- ___ ___ Wireless Mouse - \$50
- ___ ___ AC Power Cord - \$10
- ___ ___ AC Power Strip (6-Way) - \$10

AUDIO/VIDEO EQUIPMENT

QTY. COST

- ___ ___ DVD/VHS Package (52" LCD Monitor) - \$500
- ___ ___ DVD/VHS Package (32" LCD Monitor) - \$325
- ___ ___ Mini DV Cam (Tripod Included) - \$250
- ___ ___ VGA Extension Cable - \$35
- ___ ___ DVD Player/VHS Player - \$75
- ___ ___ CD Player - \$55

INTERNET

- ___ ___ Hard-Wire Line - \$100

TOTAL AMOUNT TO CHARGE TO ROOM/CREDIT CARD \$ _____

BILLING:

- Charge to Room
- Charge to Credit Card

Credit card type: VISA MasterCard AMEX Discover Other _____

Credit Card number: _____ Exp. Date: _____

Name: _____ Title: _____

Address: _____

Date: _____ Telephone number: _____ Email: _____

ELECTRICAL: Any function requiring more than standard 115-volt outlets must furnish information at least (2) weeks in advance and will be charged an additional fee.

Note: Special servicing or wiring will be charged at prevailing rate for materials and labor. Requests within 2 weeks of event may be charged additional fees. All extension cords, bulbs, furniture and linens are property of Kiawah Island Golf Resort and may not be taken from the premises. If not returned, applicable charges will apply.

FREIGHT INFORMATION: Kiawah Island Golf Resort will accept (10) registration boxes complimentary. Any additional boxes or freight will require a \$5.00 per box handling fee. Exhibits and larger boxes (over 50 lbs.) will incur an additional fee (minimum of \$25.00 per piece). To insure that your freight is delivered to the proper destination, please address to:

**Barbara Steele
Conference Services Office
Kiawah Island Golf Resort
1 Sanctuary Beach Drive
Kiawah Island, SC 29455
ATTN: SSRF 4/7/10**