FIVE-STAR

Five-Star Audiovisual Exhibitor Request Form

Event Name	
Event Date(s)	
Company/Vendor Name	
Booth #	Booth Number will be assigned onsite
Contact Email	
Contact Phone #	
Address 1	
Address 2	
City, State, Zip	

Requested Services

Item	Price	Quantity	Date(s) Requested
70" Monitor w/Rolling Stand	$450 ++/day		
55" Monitor w/ Rolling Stand	$250 ++/day		
6' HDMI Cable	$15 ++/day		
25' HDMI Cable	$25 ++/day		
25' AC Cable	$25 ++/day		
Booth Power	$50 ++/day		
Flip-Chart with Markers	$50 ++/day		
Wireless LED Uplights	$150 ++/day		
Wireless Internet Per/Device	$10 ++/day		

Setup Date:	June 27
Setup Time:	9a-1pm

Complimentary Wi-Fi will be included. Private internet access available for an additional fee.

All services have been detailed per room/per day, and are subject to **22% Service Charge, and 6.25% Tax and 3% Loss Damage Waiver.** Please note, appropriate set-up and strike will apply. Overnight/Holiday labor will be subject to premium charges. All labor requirements are subject to overtime charges related to local labor codes. If you do not see an item that is necessary to make your event a success, please call for a professional consultation.

The George Hotel College Station
igaytan@five-starav.com
P.979.271.2202
www.FIVE-STARAV.com

THE george
VALENCIA HOTEL COLLECTION

INTERNET

The George offers complimentary wired and wireless internet access in the guest rooms and public areas throughout the property. Basic wired and wireless internet is available in the meeting and event space at a cost of 0.00 per day, per room and is subject to 23.0% Service Charges and applicable taxes. Some services are considered premium and may incur additional fees for item(s) or service(s). Texas Association of Meat Processors must provide a 14-day notice for premium items or services to the Conference Service, Sales, or Catering Manager for verification of services needed. The George reserves the right to decline services at any time without subject to prior notification. Prices are subject to change.

AUDIO-VISUAL EQUIPMENT

Audiovisual equipment is available for rental from The George. All audiovisual charges will be added to the Texas Association of Meat Processors Master Account. Outside audiovisual is not allowed.

SIGNS & BANNERS

Nothing is to be taped, tacked, nailed, or otherwise affixed to the wall or ceilings in any way. Signs or banners are not allowed in the lobby of The George or throughout the meeting & event space without prior approval from the Conference Service, Sales, or Catering Manager.

SHIPPING & PACKAGES

In the event of shipping packages to The George, Texas Association of Meat Processors must notify the hotel one (1) week in advance. All packages sent to The George must include the name of the group, date of the program, and the number of items or boxes shipped. Shipment should arrive no earlier than three (3) days before the event. The George has no liability for the delivery, security, or condition of the packages. There is a $5.00 per box ingress and $5.00 egress for the movement of boxes. This fee goes directly to the employees who are responsible for the deliveries.

PROHIBITED ITEMS

For the safety of the Texas Association of Meat Processors guests, and the guests of The George, the following items are not permitted, open flame, confetti, rice, or the placement of items to the walls throughout The George or the meeting & event space.

An $800.00 clean-up fee will be added to the final invoice should the prohibited items be utilized without prior approval from the Conference Service, Catering, or Sales Manager.