



700 Monroe Street
 Huntsville, AL 35801
 Attn: Exhibitor Services
 256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:
AUVSI 2024

Booth Name:

Booth Number:

Credit Card Authorization Form
 (Required for all services including drayage)

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

AMERICAN EXPRESS

VISA

MASTER CARD

DISCOVER

Account Number:			
Expiration Date:		CID #	
Card Holder Name:			
Billing Address			
Exhibitor		Booth #	
Telephone			
Email			
Signature			

A confirmation will be sent to the email address provided.

Please note: VBC has a NO Outside Food or Drink Policy.
 If you would like food or beverage at your booth,
 please contact Lauryn Johnson for a Booth Catering Guide.
Ljohnson@vonbrauncenter.com



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UTILITY SERVICE ORDER FORM

ELECTRICAL The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials.** VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

Booths sharing power is not allowed. Power must be purchased through service desk to utilize.

Description	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
110 Voltage				
20 amp or 0-2400 watts	\$200.00	\$225.00	X	
30 amp or up to 3600 watts	\$225.00	\$255.00	X	
260				
0 - 30 amps	\$230.00	\$290.00	X	
31 - 60 amps	\$265.00	\$360.00	X	
61 - 100 amps	\$310.00	\$390.00	X	
100 - 200 amps	\$360.00	\$290.00	X	
Over 200 amps	N/A	N/A	X	
Extention Cords	\$40.00	\$50.00	X	
Power Strip	\$40.00	\$50.00	X	

Please note there is a \$150.00 fee per cord, if cords are cut or damaged during move in or move out.

PAYMENT POLICY

To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days prior** to the event move in day. When requirements are not received at least 5days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.



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EXHIBITOR TELEPHONE SERVICE

The VBC provides all voice and data services. No third-party organizations are authorized to provide such services with our the approval of the VBC IT Department. 256-551-2286 or techsupport@vonbrauncenter.com

Item	Quantity	Advance Order	Floor Order	Total
PolyCon w/ Long Distance	X	\$400.00	\$475.00	
TOTAL				

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and North Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the decorating department with any questions (256)551-2358.

Item	Quantity	Advance Order	Floor Order	Total
RJ45 Hardline Internet	X	\$500.00	\$600.00	
Hub/Switch Rental	X	\$125.00	\$150.00	
Additional IP Address	X	\$150.00	\$175.00	
WIFI	X	\$30.00	\$50.00	
TOTAL				

Please contact us regarding internet if the following questions apply:

1. Do you need an Internet Drop or Hard Line?
2. Do you plan to use a wireless router or wireless access point?
3. What is the LAN IP Address Range on the device?

**The device will not be allowed on the network until this has been identified and the Von Braun Center has approved the device.*



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BOOTH EXPENSE SUMMARY

ITEM	TOTAL
Utilities (Electrical)	
Phone/High Speed Internet	
Food & Beverage	

METHOD OF PAYMENT:

CHECK # _____

CREDIT CARD: [] AMERICAN EXPRESS [] VISA [] MasterCard [] Discover

CASH RECPT # _____

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