



**THE HOTEL ROANOKE & CONFERENCE CENTER
A DOUBLETREE HOTEL**

2006 VENDOR TECHNOLOGY REQUEST FORM

Conference Name: Virginia Government Finance Officers Association

Dates: October 4 – October 6, 2006

Total number of days: _____

Vendor Name: _____

Booth Number: _____

Contact Phone Number: _____

Equipment	Quantity Required	Total Cost Each	Number of Days	Total (Cost x Qty x no. of Days)
42" Plasma Screen		\$ 396.00		
Power Strip		\$ 15.12		
110 Outlet		\$ 26.25		
208 / 220 Outlet		\$ 189.00		
Power Box: (4) 110 Outlets and (1) 220 Outlet		\$ 252.00		
220 Pigtail (200 Amp)		\$ 630.00		
Additional Electrical as quoted by Engineer				
Telephone with Line (Local & Toll Free calls only)		\$ 80.83		
Modem Line (Local & Toll Free calls only)		\$ 80.83		
Wired Internet Access (Shared T1 Access)		\$ 63.00		
Wireless Internet Access (Shared T1 Access)		\$ 44.10		
Wireless Internet Access (Shared 512k up 512k down, Public IP/ needed for some VPNs and video)		\$ 16.32		
Wireless Internet Access (Shared 386k up 512k down, Private IP)		\$ 12.54		
27" Television with VCR or DVD on Cart		\$ 192.75		
17" Computer Monitor		\$ 68.40		
Laptop with Internet Access (limited availability)		\$ 186.53		
Computer with 17" Monitor and Internet Access		\$ 119.70		

Vendor charges are for the full event time and inclusive of tax and service fee. All charges must be paid in advance by check or credit card. All items are subject to availability. Many special requests can be filled. Please call our Business Center at 540-853-8242 or send email to businesscenter@hotelroanoke.com with any questions or needs.

Complete the following and fax this form to 540-853-8231 or mail check and this form to:

The Hotel Roanoke & Conference Center

Attn: Accounts Receivable, 110 Shenandoah Ave. Roanoke, VA 24016

Name, as it appears on the card: _____
(PLEASE PRINT)

Credit card Type: _____ Expiration Date: _____

Credit Card Account Number: _____

Phone Number: _____ Fax Number: _____

I, as the client, request that The Hotel Roanoke & Conference Center charge my credit card listed above for the above items.

Amount: _____

I also understand that I, as the client, will need to provide The Hotel Roanoke & Conference Center a front and back copy of my credit card, or access to my credit card from which the Hotel can make a copy.

Authorized Signature (must be same as imprinted on credit card)

Date