



Exhibitor Show Services

- **Exhibitor services** (additional furnishings, décor, Customs clearance, etc.):
Bryan Glube, **Freeman** at Telephone (613) 913-1905 or bryan.glube@freemanco.com
- **AV requirements:**
Ron Vidad, **AVW-TELAV** at Telephone (905) 366-9132, Cell (416) 824-0142 or at vidad@avwtelav.com
- includes discounts on easels, power bars and extension cords
- For items below, fill out the Exhibitor Order Form (next page) and email to Lynn Erlingsson at the Crowne Plaza: lerlingsson@silverbirchhotels.com. For questions, contact Lynn by Telephone (613) 688-6811.



Prices subject to change without notice.
Taxes and gratuities not included.
Revised May 2008.

The Crowne Plaza offers a variety of items and services to compliment your function. In anticipation of your needs and requirements, and to assist your budget processes, please find below the Hotel's frequently used additional services and the related charges (excluding applicable taxes).

Rental Items - Charges are per item per day

<i>Easels</i>	\$12
<i>Cork Boards</i>	\$8
<i>High Speed Internet</i>	*Arranged through PS.AV directly*
<i>House phone with phone line</i>	\$25
<i>(Includes complimentary local and 1-800 numbers, long distance charges are separate)</i>	
<i>Power bars / extension cords</i>	\$6
<i>Chair covers (maximum 200, based on availability)</i>	\$5
<i>Coat Check Service (host or cash)</i>	\$2 per coat (\$100 minimum)
<i>Coat Racks</i>	\$15
<i>Electrical Power Drop (15/20 amp - 120 volts)</i>	\$50
<i>(Required for functions using Disc Jockey services)</i>	
<i>Electrical Power Drop (30/60/100 amp - 208 volts)</i>	\$100
<i>Electrical Power Drop (200 amp - 208 volts)</i>	\$100

Crowne Plaza Ottawa
Exhibitor Order Form
Allow three weeks notice prior to event

Company Name: _____

Company Address: _____

On-site Contact: _____

On-site Contact Phone Number: _____

Booth Number: _____

Conference Name: **ITS Canada Annual Conference – June 13-16, 2010**

Please Indicate the Number of Each Item Required...review booth inclusions before making your selections

Quantity	Order Item	# of Days	Cost Per Day (+ 5% GST)
_____	x 6' Table	_____	\$25/each (includes skirting)
_____	x 8' Table	_____	\$25/each (includes skirting)
_____	x 15 Amp Outlet	_____	\$50/each
_____	x Phone Line	_____	\$25/each
_____	x Extension Cord	_____	\$10/each
_____	x Power Bar	_____	\$10/each

*** For internet services please contact Mr. Robert Yaworski, on-site Audio Visual Company, PSAV, at 613-236-3229 or via email at ryaworski@psav.com.

Method of Payment: _____ Visa _____ Master Card _____ American Express _____ Diners/Enroute

Card Member's Name: _____

Credit Card Number: _____ Exp _____

Card Member's Signature: _____

Date: _____

Email completed form to: lerlingsson@silverbirchhotels.com