

**Nemacolin Woodlands Resort & Spa  
Welcomes  
Mid-Atlantic Section of the AUA**



**VENDOR INFORMATION:**

NAME - \_\_\_\_\_ COMPANY - \_\_\_\_\_  
ADDRESS - \_\_\_\_\_  
TELEPHONE - \_\_\_\_\_ E-MAIL - \_\_\_\_\_

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Stetson Convention Services (Steve Greenspan, 412-223-1090) will be providing a table and two chairs per exhibiting company.

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Nemacolin Woodlands Resort is pleased to offer the following, additional items, at the prices below. Prices listed are a “one time fee” and applicable for all days of the conference. *Please note that a 20% service fee and a 6% tax will be automatically applied to all items.*

- 110 volt amp circuits - \$120++ each – number of connections needed: \_\_\_\_\_
- Extension cords - \$30++ each – number of cords needed: \_\_\_\_\_
- Power strips - \$30++ each – number of strips needed: \_\_\_\_\_
- Waste baskets - \$20++ each – number of baskets needed: \_\_\_\_\_
- Brass easels (vendor must provide signage) - \$60++ each – number needed: \_\_\_\_\_
- Wired internet connection - \$400++ - \_\_\_\_\_
- Monitor/computer screen - \_\_\_\_\_ (you will be contacted for availability/pricing)

**Staff Assistance for unloading:** Bellmen will be staffed from 11am-4:30pm on a “first come, first serve” basis. Please identify yourself as part of the AUA Program upon arrival. Suggested gratuity is \$10 per cart – please give directly to bellmen prior to unloading. Estimated time of arrival on Thursday, 9/23: \_\_\_\_\_

· Audio Visual Technical Assistance·

**\$25 for every 30 minute interval, per staff member Thursday, 9/23/10 –**

11am-11:30am - \_\_\_\_\_ 2pm-2:30pm - \_\_\_\_\_

11:30am-12pm - \_\_\_\_\_ 2:30pm-3pm - \_\_\_\_\_

12pm-12:30pm - \_\_\_\_\_ 3pm-3:30pm - \_\_\_\_\_

12:30m-1pm - \_\_\_\_\_ 3:30pm-4pm - \_\_\_\_\_

1pm-1:30pm - \_\_\_\_\_ 4pm-4:30pm - \_\_\_\_\_

1:30pm-2pm - \_\_\_\_\_

Additional Comments or Requests:

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**PAYMENT DETAILS:**

CREDIT CARD NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

SIGNATURE OF CARDHODER: \_\_\_\_\_ DATE: \_\_\_\_\_

**Credit card will be charged upon receipt of this form.**

*Deadline to respond is September 1, 2010. You will receive a confirmation e-mail once this form is received and processed.*

*Please submit completed forms to Attention: Ashley Riebel at the information below (no phone calls, please!):*

*Ashley Riebel, Event Design Manager  
Nemacolin Woodlands Resort & Spa  
1001 Lafayette Drive  
Farmington, PA 15437  
[Ashley.Riebel@nwlr.com](mailto:Ashley.Riebel@nwlr.com)  
Fax: 724-329-6634*