



The Royal Sonesta Hotel New Orleans

Krewe of Cable Louisiana Show - 2012

Exhibitor Information

Welcome to New Orleans and the Royal Sonesta Hotel. In order to facilitate your participation in the upcoming Conference, please note the following:

SHIPPING INFORMATION

Packages for meetings may be delivered to the hotel three (3) to five (5) working days prior to the date of the function. The following information must be included on all packages to insure proper delivery:

- 1) Your name
- 2) Conference name
- 3) Attention: Banquet Department
- 4) Date of the function.

There is a \$3.00 per package receiving fee as well as a \$3.00 per package shipping fee. Large boxes or crates 20 pounds or more but less than 100 pounds are \$20.00 per package. Large boxes or crates 100 pounds or more will be charged at \$80.00 per 100 pounds.

EXHIBIT INFORMATION

Electricity is available. Flip charts are available at \$60.00 each. Surge protectors/power strips are available at \$15.00 each. Extension cords @ \$15.00 each. Attached is additional information regarding telephone lines and High Speed Internet.

Please note that nothing may be attached to any wall, floor, ceiling, etc. with staples, nails or any other substance in order to prevent damage to the fixtures or furnishings. Easels are available at no charge.

If you will be shipping boxes via FedEx or Airborne, please complete your shipping form (hotel will provide) and attach your shipping labels to the shipment. The Banquet Department will take care of shipping these for you.

If you will be shipping via UPS, please contact UPS directly and advise them that you have a pick up at the Royal Sonesta Hotel.

If you have any additional questions, please do not hesitate to contact **Nikki Kemp, Catering and Conference Services Manager** at (504) 553-2203 or nkemp@royalsonestano.com.

Thanks again for your participation and welcome!

**Royal Sonesta Hotel
300 Bourbon Street
New Orleans, Louisiana 70130**



The Royal Sonesta Hotel

Today's Date: _____ **Telephone Extension(s):** _____

Name of Guest: _____ **Room #/Reservation** _____

Function Room: _____ **Dates Needed:** _____

Exhibitor Needs:

TELEPHONE LINE

- ___ 9+ Telephone Line with Local & 800 dialing only @ \$50.00 daily plus taxes
- ___ 9+ Telephone Line with Local, 800 & Long Distance @\$60.00 daily plus taxes and Toll Charges
- ___ D.I.D. (Dedicated Inward Dialing) Telephone Line @\$90.00 plus taxes activation fee (one time charge), plus \$45.00 daily plus taxes and Toll Charges

INTERNET CONNECTION

- ___ Internet Line for 1st Computer @\$150.00 daily plus taxes
- ___ Internet Line (same Exhibitor) additional Computer(s) @\$75.00 each daily plus taxes
- ___ Additional Charges may be incurred for CAT5 wiring @\$ _____
- ___ Internet Line HUB (One time fee per hub) @\$100.00 plus taxes per hub

ELECTRICAL

- ___ Power Strip @\$15.00 each daily plus taxes
- ___ Extension Cord @\$15.00 each daily plus taxes
- ___ Other (please specify) _____ @\$ _____

Name (Please Print): _____

Signature: _____

POST CHARGES TO:

GUEST ROOM # _____ NAME: _____

Credit Card (AX, DC, VI, DC, DS): _____ Exp. _____

The Royal Sonesta Hotel
300 Bourbon Street
New Orleans, LA 70130
(504) 586-0300, (504) 586-0335 fax

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| _____ Banquet Captain Initials |
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