



Exhibitor/Vendor Needs Form

Welcome to the Mandarin Oriental, Washington, D.C.! In order to ensure the details of your program are correctly structured and setup, please provide the requested information below to all sponsors and exhibitors.

CONTACT INFORMATION

Exhibitor/Vendor Company Name: _____

On-Site Representative Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

On-Site Representative Email: _____

Office Phone: _____ Cell Phone: _____

GENERAL SETUP

Do you require more than a 6-foot skirted table from the Hotel for you set? ☐ Yes ☐ No

Description of space requirements for displaying materials/brochures, placement of screening equipment, or confidentiality:

Description of activity/information/materials to be provided to attendees:

AUDIO VISUAL

Do you need an electrical outlet or Audio Visual (AV) support with your exhibit? ☐ Yes ☐ No

If Yes, please describe your additional electrical or audiovisual needs here:

PSAV is the on-site provider of audio visual equipment, setup and support on hotel property. Should you need AV, your Event Manager will connect you with a representative from the PSAV team. PSAV provides separate contracting and billing for all ordering.

Please return form via EMAIL to:

Laurie Boos, Associate Director of Event Management

lboos@mohg.com · Office (202) 787-6122



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SHIPPING

Will you need to ship items to the hotel prior to the event? ☐ Yes ☐ No

If Yes, how many packages will you be shipping to the hotel? _____

Note: Box handling fees to apply (\$10 per box / \$250 per pallet)

Please deliver all packages to vendor exhibit/booth/table by first day of event ☐ Yes ☐ No

Any package shipped to the Mandarin Oriental DC must be prepaid, and can be delivered no more than (3) business days prior to the start of your event. Packages without receiver's name will be rejected. Please label all packages as follows:

MANDARIN ORIENTAL, WASHINGTON, D.C.

Attn: **On-Site Representative Name**

Event Manager: Laurie Boos

Hold For: **Name of Group**

1330 S. Maryland Ave SW

Washington, DC 20024

Box ____ of ____

Please note that a \$10 box handling fee applies per box, per movement. All items must be shipped off property within (3) business days of the end of your event.

FOOD AND BEVERAGE

Will you require any food or beverage needs at your exhibit/booth/table? ☐ Yes ☐ No

All food and beverage items purchased or consumed by your attendees at the Mandarin Oriental DC must be supplied and prepared by the Hotel. At least (4) weeks before your event, you must inform your Event Manager of all food and beverage needs, and the guaranteed number of guests that will be served. All food and beverage is subject to a 22% service charge and 10% sales tax. Please note that all food displays less than 25 guests are subject to an additional labor fee of \$150 per event.

SECURITY

The Mandarin Oriental DC offers a full service security operation for the Hotel. Please contact your Event Manager for details and hourly rates if additional security is required.

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PAYMENT

Where are all charges associated with vendor/exhibit to be charged?

- ☐ Guest Room/In-House Guest
 ☐ On-Site Representative (Not Staying at Hotel)
 ☐ Master Account

Payer Name: _____

Phone: _____ Email: _____

If On-Site Representative (Not Staying at Hotel) will be paying for all associated charged, please fill out the Credit Authorization Form noted below and return to your Event Manager.

Cardholder Last Name		Cardholders First Name			
Cardholder Signature					
Credit Card #		Expiration Date			
<input type="checkbox"/> Amex	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Diners	<input type="checkbox"/> Discover	
Billing Address					
Billing Address					
City	State	Zip			
Telephone	Fax	Country			
Email Address					
Authorization for:					
Group Information					
Group Name:					
Meeting Dates:					
Comments					
Kindly return to the Attention of you Catering Manager					

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